

Agenda Report

June 9, 2014

TO: Honorable Mayor and City Council

FROM: Department of Finance

**SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER
CONTRACT WITH UNIFIRST FOR CITYWIDE UNIFORM RENTAL
SERVICE**

RECOMMENDATION:

It is recommended that the City Council:

- 1) Find that the proposed contract is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061 (b) (3), General Rule;
- 2) Accept the bid dated April 22, 2014, submitted by UniFirst, in response to the Specifications for Citywide Uniform Rental Services, authorize the City Manager to enter into a three-year contract, with one optional three-year extension, subject to the approval of the City Manager and without further City Council approval, with UniFirst. The contract amount of \$125,000 may be held constant or be increased by an amount equal to the change in the Consumer Price Index (CPI) for the Los Angeles-Orange-Riverside counties for the preceding 12-month period.

BACKGROUND:

This purchase order contract would provide uniforms that will be worn by 434 city staff employees in four departments; and various mats, fender covers, lockers, and shop towels for two departments. This contract covers the uniform requirements for the Departments of Water and Power, Public Work; Information Services; and the Heliport function of the Police Department.

Prior to preparing bid specifications, staff reviewed previous bid packages released by the City to identify ways to improve the overall services. Staff also organized presentations from six uniform companies and reviewed bid specifications from other cities with the primary intent of acquiring more information on new services. Finally, staff shared specific areas of improvement

needed in various areas of the City. The current provider Ameripride was included in the review.

Consequently, staff prepared specifications to cover all of the needs of the Departments that were part of this bid. During the preparation of the bid specifications, staff was able to increase the usage of the Citywide uniform contract by successfully adding the Water & Power Department. This addition increased efficiency and overall competitiveness of the purchasing opportunity.

An advertisement was placed in the Pasadena Journal as well as the City's Bid notification website. Twelve vendors downloaded copies of the bid specifications. There were two total responses at the bid opening on April 22, 2014. Following the Department of Finance review, there was one responsive bid due to exceptions made by the second lowest bidder. The bids were evaluated based upon the grand total cost for uniform rental for 434 city employees. This bid also included the purchase of various mats, fender covers, and shop towels which were not included in the previous contract. The bid result is as follows:

<u>Bidder</u>	<u>Location</u>	<u>Amount</u>
UniFirst	Pacoima, CA	\$124,003.76

UniFirst had the lowest evaluated bid and is responsive to the requirements of the specifications. Based on this evaluation, it is recommended that the City Council authorize the City Manager to enter into a contract with UniFirst for a period of three years with one optional three-year extension. The Contractor may request a price increase at the conclusion of the contract as long as the requested increase does not exceed the rate of change reflected by the then current Consumer Price Index (CPI). The consolidation of this purchase represents an overall cost savings of \$15,433.30.

COUNCIL POLICY CONSIDERATION:

This action meets the Council Strategic Plan goal of increasing government efficiency.

ENVIRONMENTAL ANALYSIS:

The proposed contract has been determined to be exempt from the CEQA process pursuant to State CEQA Guidelines Section 15061 (b)(3), the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that

there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The proposed contract herein will not have a potentially significant effect on the environment and therefore falls under this "general rule" exemption to CEQA.

FISCAL IMPACT:

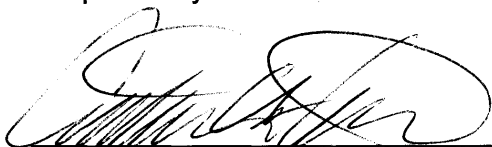
The cost of this purchase contract will be \$125,000. Funds are available in the operating budgets of various individual departments using uniform rental. Their accounts will be charged accordingly. It is estimated that \$125,000 will be expended in the each of the next three years. Fees may also be held constant or increased by an amount equal to the change in the Consumer Price Index (CPI) for the Los Angeles-Orange-Riverside counties for the preceding 12-month period. There are no anticipated indirect impacts expected by this action.

Respectfully submitted,



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