



Agenda Report

June 15, 2020

TO: Honorable Mayor and City Council

FROM: Department of Finance

SUBJECT: AUTHORIZATION TO EXTEND CONTRACT NO. 30130 WITH UNIFIRST CORPORATION FOR ONE-YEAR AND APPROVE CONTRACT INCREASE, NOT-TO-EXCEED \$871,500.

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required; and
2. Reject all bids received on March 11, 2020 for citywide uniform rental services; and
3. Authorize the City Manager to increase Contract 30130 with UniFirst Corporation for one-year by \$186,000, thereby increasing the total not-to-exceed amount to \$871,500. This includes a contingency of \$30,000 to provide for any necessary change orders and transition costs; and
4. To the extent, the amendment is considered a separate procurement, grant the amendment an exemption from the Competitive Bidding pursuant to 1002 (C) and Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

The City of Pasadena has 18 departments, four of which require rental uniforms in order to provide services to residents. The Finance Department currently manages citywide uniform rental services providing rental uniforms and laundry services to over 400 employees. Rental uniforms and related laundry allow for appropriate garment functionality, a standard level in protection, reduced liability for damage of personal property, and hygienic maintenance.

The current contract is set to expire on June 30, 2020. In June of 2019, Purchasing commenced discussions with departments and divisions regarding the needs of each division. After departmental input, a Request for Information (R.F.I.) was developed focusing on current features and product availability for flame-resistant garments, with the advice from in-house flame-resistant garment experts in the Pasadena Fire Department. The R.F.I. was released on August 15, 2019 and closed on August 23, 2019. As part of this process, product demonstrations and department meetings were held between September and October of 2019.

On January 30, 2020, the solicitation was posted online through Planet Bids and the Notice Inviting Bids for Citywide Uniform Rental Services was advertised in the Pasadena Journal and the Pasadena Weekly. Three local outreach efforts were conducted to approximately twenty (20) local and related vendors. Purchasing also conducted a meeting to discuss formal bidding procedures and the opportunity to bid on the solicitation. Furthermore, a pre-bid phone conference was conducted on February 11, 2020 to allow vendors to voice any questions, one local vendor responded. Questions from prospective bidders were also accepted via PlanetBids.

On March 11, 2020, bids from two firms were received, opened, and reviewed. Both were deemed non-responsive as they were missing forms, missing elements in the bid tables, and unamenable contract terms. Purchasing will conduct meetings with the prospective bidders to revise and prepare a bid specification. Due to the COVID-19 pandemic, we are unable to revise and solicit a new citywide bid prior to the expiration of the current contract, therefore are requesting a one-year extension.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goals to maintain fiscal responsibility and stability, and to support and promote the quality of life.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization to enter into a contract for uniform rental services is a continuing administrative and maintenance activity (i.e., purchasing of supplies). This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

Spending trends were evaluated during the current contract term and costs have increased over the last two fiscal years. The average annual expense was \$136,730, however expenses increased to \$140,990 in Fiscal Year 2019 and are anticipated to grow to \$150,619 in Fiscal Year 2020 (FY 2020).

The anticipated one-year contract extension will increase to \$156,000 in FY 2021, which reflects a 3% increase that is based on the Consumer Price Index (C.P.I.) for the Los Angeles region.

The total cost of this action is \$186,000, which will be spent in Fiscal Year 2021 (FY 2021). The base amount is \$156,000 with an added contingency of \$30,000, to cover any transitional costs upon final year conclusion. The contingency was included to cover change orders (resizing of current employees, new employees not included in the original employee count), and transitional costs which may include locker damages/removal, lost or damaged uniforms, replacements of mats, fender covers and, shop towels during the final inventory count, and service costs during the size up process. Funding for this action will derive from departmental accounts itemized for uniform rental services in the FY 2021 Operating Budget.

Respectfully submitted,


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