

Agenda Report

June 14, 2021

TO: Honorable Mayor and City Council

FROM: Finance Department

SUBJECT: **AUTHORIZATION TO ENTER INTO A CONTRACT WITH PRUDENTIAL OVERALL SUPPLY TO PROVIDE CITYWIDE UNIFORM RENTAL SERVICES FOR AN AMOUNT NOT TO EXCEED \$1,403,006**

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. It is recommended that the City Council: i) accept the bid dated April 27, 2021 submitted by PRUDENTIAL OVERALL SUPPLY in response to specifications for Citywide Uniform Rental Services; and, ii) authorize the City Manager to enter into a contract not to exceed \$1,403,006 for six-years, which includes the base contract amount of \$1,275,460 and a contingency of \$127,546 to provide for any necessary change orders.

BACKGROUND:

The following departments Public Works, Water & Power, Parks, Recreation, & Community Services, Police, and Library departments require rental uniforms in order to facilitate various City services, and will participate in this uniform rental contract. Currently, the Citywide uniform rental services contract provides rental uniforms and laundry services for over 400 City Employees. Rental uniforms allow for a standard level in protection and hygienic maintenance. In addition, flame-resistant rental attire was included as multiple divisions in two departments could be potentially exposed to electrical hazards.

Since September 2019, staff has administered ongoing outreach and communication with the marketplace and Pasadena businesses for this formal

solicitation. During this period, a Request for Information, and three outreach efforts were conducted for this solicitation, approximately twenty (20) Pasadena businesses participated. Due to COVID-19, a single year extension to the current contract was requested and approved through June 30, 2021. The bid specification was restructured with the intent to encourage more competition from Pasadena or small businesses. The primary strategy included splitting the award into seven groups. Bidders had an opportunity to bid on any combination of the Groups.

On April 8, 2021, a Notice Inviting Bids for Citywide Uniform Rental Services ("Specifications") was published in the Pasadena Journal and the Pasadena Independent as well as posted on Planet Bids. The posting generated notices to all vendors previously registered with the City for this commodity class. A total of 13 vendors downloaded the specifications of which one was local. One bid was received by the bid opening date, with no bids received from local contractors. A pre-bid conference was conducted to allow vendors to ask clarifying questions.

Following the bid closing (on April 27, 2021), staff administered follow up outreach to approximately 200 vendors with matching profiles in Planet Bids to understand why they did not submit a bid (pricing) for this solicitation. None of the vendors indicated any restrictions to bidding. Staff is confident that this process was fair and included appropriate outreach. The contract award is for six years to account for initial issuance of uniforms, and two replacement periods.

In fiscal year 2020, Prudential Overall Supply had one purchase order in the amount of 24,999. It is recommended that Prudential Overall Supply be awarded the contract as they are the lowest responsive and responsible bidder. If this contract is not awarded, the participating departments will not have the necessary uniforms and two departments would not have the required flame-resistant rental attire, which could potentially expose staff to electrical hazards.

COUNCIL POLICY CONSIDERATION:

The proposed contract is consistent with the City Council Strategic Planning Goal to maintain fiscal responsibility and stability.

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:


The cost of this action will be \$1,403,006, which includes the base bid, and a 10% contingency. Funding for this action will be addressed by the utilization of existing appropriations.

Respectfully submitted,



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