

Agenda Report

TO: CITY COUNCIL

DATE: November 23, 1998

FROM: CITY MANAGER

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH L & N UNIFORM SUPPLY COMPANY TO SUPPLY UNIFORMS TO CITY EMPLOYEES - CITYWIDE

RECOMMENDATION

It is recommended that the City Council i) accept the bid dated September 1, 1998, submitted by L&N Uniform Supply Company to supply uniforms to city employees ii) reject all other bids and iii) authorize the City Manager to enter into a three-year contract, with two optional one-year extensions, subject to the approval of the City Manager and without further City Council approval, with L&N Uniform Supply Company. The contract shall not exceed \$90,000 annually.

BACKGROUND

Uniforms are worn by a number of city staff. The contract covering the uniform requirements of the Water and Power Department and Public Works and Transportation Department, Information Services, Information Technology and the Police Heliport has expired.

Specifications covering the City's requirements were issued on August 10, 1998. Those specifications were issued prior to the adoption of the Living Wage Ordinance and therefore did not require compliance. Nevertheless, in the spirit of the newly adopted Living Wage Ordinance, all bids were rejected October 19, 1998, and new specifications that included compliance with the Living Wage Ordinance were issued. The revised specification was advertised in the *Pasadena Star-News* as well as the City's Bid opportunity web site. Ten vendors received copies of the specifications with two responding at the bid opening of November 9, 1998.

The bids were evaluated based upon the grand total cost for uniform rental for four hundred city employees on a weekly basis. The results are as follows:

L&N Uniform Supply Company	\$1,390.00
Unifirst Corporation	\$2,215.00

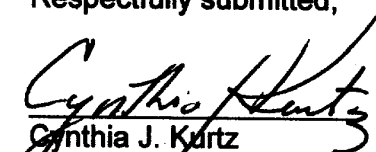
L&N Uniform Supply Company had the lowest evaluated bid and is responsive to the requirements of the specifications. It should be noted that staff from the Purchasing Division inspected L&N's facility to determine their ability to meet the City's needs and the Safety Officer has determined that the proposed uniforms meet the City's safety requirements. Based on this, it is recommended that the City Council authorize the City Manager to enter into a contract with L&N for a period of three years with two optional one-year extensions. The Contractor may request price increases at the conclusion of each contract year as long as the requested increases do not exceed the rate of change reflected by the then current Consumer Price Index (CPI).

L&N Uniform Supply has submitted the required affirmative action forms. The proposed contract is in compliance with the Affirmative Action in Contracting Ordinance P.M.C. 4.09, the Competitive Bidding Ordinance P.M.C. 4.08 and the Living Wage Ordinance P.M.C. 4.11.

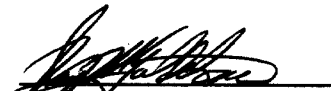
FISCAL IMPACT

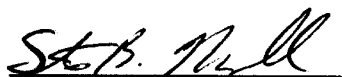
Funds are available in the operating budgets of various individual departments using uniform rental. Their accounts will be charged accordingly

Respectfully submitted,

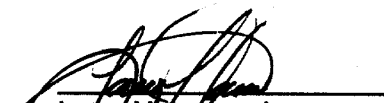

Cynthia J. Kurtz
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Approved by:


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