REPORT TO COUNCIL
City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

CONSENT
November 6, 2007

Honorable Mayor and
Members of the City Council

Title: Contract: Uniform Rental and Cleaning Services

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** 1) awarding a one-year contract with a one-year renewable option to Mission Linen and Uniform Service, the lowest responsive and responsible bidder, to provide uniform rental and cleaning services to the City in an amount not to exceed $411,000; and 2) authorizing the City Manager or the City Manager's designee to execute the above contract and enter into such extension, provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).

Contacts: Christopher Stewart, Procurement Services Manager, 808-6202

Presenters: Not applicable

Departments: Various City Departments

Divisions: As applicable

Organization No: 1181

Description/Analysis:

Issue: The City of Sacramento has a customer requirement to provide uniform rental and cleaning services for City personnel required to wear uniforms during the course of their daily work.

Policy Considerations: The recommendations in this report are in accordance with City Code Section 3.56. This type of service is covered under the prevailing wage ordinance by the City of Sacramento. Laundry services provided under this contract are subject to the Prevailing Wage Ordinance approved by the City Council on November 21, 2006. The City Council approved a prevailing wage rate of $11.50 per hr., which includes fringe benefits for 2007, for laundry service contracts.

Committee/Commission Action: None

Environmental Considerations: Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do no constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 1537(b)(3).).

Rationale for Recommendation: In September of 2007, Procurement Services solicited bids for uniform rental and laundry services. These services are used by various departments to provide uniform rental and cleaning services for City personnel required to wear uniforms during the course of their daily work.

The Procurement Services Division has determined that Mission Linen and Uniform Service is the lowest responsive and responsible bidder based on pricing and cost submitted in response to bid no. B081181019 and as shown in Attachment 1.

As this service is subject to a prevailing wage rate, which is likely to increase each year over the potential two year term of this contract, an increased funding level is being requested based on anticipated annual cost increases.

Financial Considerations: Sufficient funds are available in the various departments operating budgets for purchases of this service. Uniform rental and cleaning services are subject to an annual increase in the prevailing wage rate paid to those employed as part of this contract. The contract may potentially be used for up to 2 years. Therefore, an inflationary factor of 4% per year, along with contingency cost of 10% has been estimated to more accurately reflect potential cost adjustments that may occur during the life of this contract. The table below includes these estimated factors in the totals projected during the term of this potential 2- year contract.

	Base $ Amount	**10% Contingency**	**4% COLA**	**Total Cost**
Base Year	$174,271	$17,427	$0	$191,698
One Year Option	$191,698	$19,169	$8,435	$219,302
Total	**$365,969**	**$36,596**	**$8,435**	**$411,000**

Emerging Small Business Development (ESBD): Mission Linen and Uniform Service is not certified by the City of Sacramento as an Emerging or Small Business Enterprise.

Approved by: Reina J Schwartz
Reina J Schwartz
Director, Department of General Services

Recommendation Approved:

for RAY KERRIDGE
City Manager

Table of Contents:

Report Pg 1

Attachments:

1 Bid Results Pg 4
2 Resolution Pg 5

Attachment 1

Bid Results for Bid No. B081181019

			Mission Linen and Uniform Service		Unifirst	
Line Item	# of Employees	Description	Weekly Price	Annual Price	Weekly Price	Annual Price
01	622	Work Shirts, 65/35 Cotton	1.00	32,344.00	1.37	44,311.28
02	12	Work Shirts, 100% Cotton	1.50	936.00	1.87	1,166.88
03	5	Work Shirts, Premium Type	1.50	390.00	1.75	455.00
04	35	Exec Dress Shirts, 65/35 Poly Cotton	1.75	3,185.00	1.91	3,476.20
05	42	Exec Dress Slacks, 100% Tex Poly	1.80	3,931.20	3.05	6,661.20
06	2	Exec Oxford, Cotton Blend Shirt	1.75	182.00	1.75	182.00
07	4	Oxford Pinpoint, 100% Cotton Shirt	1.75	364.00	1.75	364.00
08	302	Work Pants, 65/35 Poly Cotton	1.25	19,630.00	2.00	31,408.00
09	26	Work Pants, 100% Cotton	1.75	2,366.00	2.52	3,407.04
10	30	Shop Coats, Lab Coats, Smocks	2.00	3,120.00	2.27	3,541.20
11	89	Coveralls, 65/36 Poly Cotton	2.45	11,338.60	2.98	13,791.44
12	2	Coveralls, 100% Cotton	2.65	275.60	4.08	424.32
13	223	T-Shirts, 100% Cotton (Silk Screened)	1.25	14,495.00	1.50	17,394.00
14	3	Work Shorts, 65/35 Poly Cotton	1.25	195.00	2.10	327.60
15	35	Flying Cross Guard Shirts or Equal	1.75	3,185.00	2.89	5,259.80
16	15	Polo Mesh, 50/50 Poly Cotton	1.95	1,521.00	2.01	1,567.80
17	12	Polo, Mesh, 60/40 Blend	1.95	1,216.80	2.44	1,522.56
18	10	Polo Mesh, 100% Cotton	1.95	1,014.00	3.33	1,731.60
19	450	Pt Authority Challenger Jacket or Equal	0.80	18,720.00	0.00	0.00
20	70	Light Weight, Work Jacket	0.50	1,820.00	0.00	0.00
21	41	Work Jeans, Western, 65/35 Poly Cotton	1.25	2,665.00	2.06	4,391.92
22	494	Denim Jeans, 100% Cotton	2.00	51,376.00	2.24	57,541.12
Total				**$174,270.20**		**$198,924.96**

Above quantities are estimated based on prior years usage. This contract is subject to the City's Prevailing Wage requirements. The current prevailing wage rate is $ 11.50 per hr.

Award To: Mission Linen and Uniform Service, 7520 Reese Road, Sacramento, CA 95828

Total Bid Amt. : $174,270.20 (1 yr. Est. based on prior years usage)

Department(s): Various City Departments

Total Amt. Anticipated: $411,000.00 for 2-year period (includes contingency requirements)

Bid Due Date: October 3, 2007

Total E/SBE Bids Solicited: None →Total E/SBE Responses: None → Award to E/SBE Vendor: NO

RESOLUTION NO. 2007-XXXX

Adopted by the Sacramento City Council

November 6, 2007

CONTRACT WITH MISSION LINEN AND UNIFORM SERVICE, TO PROVIDE UNIFORM RENTAL AND CLEANING SERVICES

BACKGROUND

A. The City of Sacramento has collective bargaining agreement requirements to provide uniform rental and cleaning services for those City personnel required to wear uniforms during the course of their daily work. This contract will serve over 622 personnel at one hundred and twenty-two locations around the City.

B. On September 18, 2007, Procurement Service competitively advertised Invitation for Bid B081181019, for uniform rental and cleaning services. On October 3, 2007, the City received only two responses. Procurement Services performed an analysis of the bids received and determined that the bid submitted by Mission Linen and Uniform Service is the lowest responsive and responsible.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. Award a one-year contract with a one-year renewal option to Mission Linen and Uniform Service, the lowest responsive and responsible bidder, for the purchase of uniform rental and cleaning services in an amount not to exceed $411,000.00. Option may be exercised provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).

Section 2. The City Manager or the City Manager's designee is authorized to execute the above contract and enter into such extension, provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).

.