

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
SUBJECT: CONTRACT AWARD – UNIFORM, LINEN & MAT RENTAL SERVICES  
STAFF PRESENTER: JIM WRIGHT, PURCHASING AGENT  
FINANCE DEPARTMENT  
AGENDA ACTION: MOTION

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ISSUE(S)

Shall the Council approve bid award of IFB 13-10 and issuance of a three-year term contract with two one-year renewal options for uniform, linen and mat rental services, to the lowest responsive, responsible bidder, Mission Linen Supply, Inc., Benicia, CA, in an amount not to exceed \$265,303.68, plus a contingency in the amount of \$60,000, subject to approval by the City Attorney?

BACKGROUND

1. On July 24, 2013, Invitation for Bids (IFB) 13-10, solicited by the City of Santa Rosa for uniform, linen and mat rental services, was opened by the Purchasing Agent.
2. Product delivered to the Fire Stations includes bed sheets, pillowcases, bath towels, Turkish and shop towels. Product delivered to the Utilities Laguna Wastewater Treatment Plant and Transportation and Public Works includes coveralls, fire retardant uniforms, shirts and pants, lab coats, shop and bath towels and are laundered with special disinfectant-type cleansers due to the substances they work with. Product delivered to Transit and Recreation and Parks includes floor mats, shop and Turkish towels. All services are provided on a weekly or bi-weekly basis.
3. Funds for this expenditure have been allocated in the FY 2013-14 various charge accounts and will be allocated in future fiscal year budgets when approved by the Council.

ANALYSIS

1. Of the nine (9) bidders on the City's bid list for such services, four bidders responded with three being responsive, responsible written offers. See bid results below:

<u>CONTRACTOR</u>	<u>Award Total</u>	<u>Prompt Payment Discount</u>
<b>Mission Linen Supply, Inc. Benicia, CA</b>	<b>\$265,303.68</b>	<b>2% \$259,997.61</b>
G & K Services Pittsburg, CA	\$316,080.57	N/A
Ameripride Services Hayward, CA	\$388,451.70	N/A

2. Mission Linen Supply included a 2% net 20 prompt payment discount, see prompt discount total above. The estimated \$60,000 contingency amount requested is for miscellaneous lost or damage product cost for the three year period is based on previous years history for these charges.
3. The new contract in comparison to the current contract has resulted in an estimated overall 20% decrease in cost for this service. Mission Linen Supply, Inc. is deemed to be the lowest responsive and responsible bidder for a total bid amount of \$265,303.68.

RECOMMENDATION

It is recommended by the Finance Department, that the Council, by motion, approve bid award and issuance of a three-year term contract with two, one-year renewal options for uniform, linen and mat rental services, to the lowest responsive, responsible bidder, Mission Linen Supply Inc., Benicia, CA, in an amount not to exceed \$265,303.68, plus a contingency in the amount of \$60,000, subject to approval as to form by the City Attorney. Funds for this expenditure have been allocated in the FY 2013-14 various charge accounts and will be allocated in future fiscal year budgets when approved by the Council.

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Attachments:

- Draft Agreement