

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER,
FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: CONTRACT AWARD FOR UNIFORM, MATS AND LINEN
RENTAL DELIVERY SERVICES

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by the Finance Department, that the Council, by motion, approve a contract award for a three-year term contract with two one-year renewal options for uniform, linen and mat rental delivery services, to the lowest responsive, responsible bidder, Mission Linen Supply, Inc., Benicia, CA, in an amount not to exceed \$258,349.

EXECUTIVE SUMMARY

The Purchasing Division of the Finance Department released Invitation for Bid (IFB) 16-84 on October 17, 2016 for uniform, mats and linen rental delivery services. On November 8, 2016, IFB 16-84, was opened by the City Senior Buyer. The current contract expires on January 31, 2017.

BACKGROUND

The City currently provides uniforms, linens and mat rental services to various departments throughout the City. The Fire Stations require bed sheets, pillowcases, bath towels, and shop towels. The Laguna Wastewater Treatment Plant and Transportation and Public Works Departments require floor mats, 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. The Recreation and Parks Department requires floor mats, shop towels. All services are provided on a weekly or bi-weekly basis.

CONTRACT AWARD FOR UNIFORM, MATS AND LINEN RENTAL DELIVERY SERVICES

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PRIOR CITY COUNCIL REVIEW

Not Applicable

ANALYSIS

Of the thirty-four vendors notified through Planet Bids for such services, two bidders responded with responsive, responsible written offers. See bid results below:

<u>CONTRACTOR</u>	<u>Award Total</u>
Mission Linen Supply, Inc. Benicia, CA	\$258,303.68
Aramark Uniform & Career Apparel, LLC San Jose, CA	\$333,312.93

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2016-17 adopted budget within the departments that utilize the service as a regular operating expenditure, and are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment or a foreseeable indirect physical change in the environment pursuant to CEQA guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

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SERVICES

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ATTACHMENTS

- Attachment 1 – Draft Agreement

CONTACT

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