

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: SCOTT WAGNER, CHIEF FINANCIAL OFFICER, FINANCE
SUBJECT: APPROVAL OF SIXTH AMENDMENT TO GENERAL SERVICES
AGREEMENT NUMBER F002387 WITH MISSION LINEN SUPPLY

AGENDA ACTION: MOTION

RECOMMENDATION

The Finance Department recommends that the Council, by motion, approve the Sixth Amendment to General Services Agreement Number F002387 with Mission Linen Supply, Santa Barbara, California to extend the term and increase compensation in the amount of \$61,000, for a total not to exceed \$406,840.14, and authorize the Purchasing Agent to make non-substantive changes to the Agreement, subject to approval by the City Attorney, and execute the Amendment. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

The City has a need for uniforms, mats, and linen rental delivery services. The original agreement was awarded for a three-year term, with two (2) one-year renewal options. This agreement is due to expire on January 31, 2026, and is the last available extension option.

GOAL

This item relates to Council Goal #5 core service and various City departments' ongoing need for uniforms, mats, and linen rental delivery services.

BACKGROUND/PRIOR COUNCIL REVIEW

On December 7, 2021, the City Council approved General Services Agreement Number F002387 with Mission Linen Supply in the amount of \$284,433.04.

On January 19, 2022, the Purchasing Agent approved the First Amendment to remove services for Geysers Operations Bldg., decreasing compensation in the amount of \$3,219.48, and added services for LTP Brown Farm, increasing compensation in the amount of \$1,513.20.

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On July 3, 2023, the Purchasing Agent approved the Second Amendment to add services for the Laguna Treatment Plant Gym, increasing compensation in the amount of \$631.63.

On January 21, 2025, the City Manager approved the Third Amendment to extend the term and increase compensation in the amount of \$86,156.15.

On March 12, 2025, the City Manager approved the Fourth Amendment to change a product for TPW Fleet Garage and increased compensation in the amount of \$10,862.80.

On November 17, 2025, the City Manager approved the Fifth Amendment to remove services for all Fire Department locations and decrease compensation in the amount of \$8,384.

ANALYSIS

- General Services Agreement Number F002387 expires on January 31, 2026. This is the final one (1) one-year extension option.
- Mission Linen Supply has provided the City with an extension proposal with no increase in pricing.
- Staff intends to competitively bid these services in 2026.

FISCAL IMPACT

This item has no impact on the FY 2025-2026 budget within various departments, which will meet the requirement for appropriations as previously approved by Council. Upcoming budget adoptions in FY 2026-2027 will include this expense going forward.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a "project" subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended action is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the recommended action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

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NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 - Sixth Amendment

PRESENTER(S)

Jennifer Myles, Purchasing Agent