



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: JUNE 11, 2024

DEPARTMENT: PUBLIC WORKS DEPARTMENT

FROM: DAVID JACOBS P.E., L.S., PUBLIC WORKS DIRECTOR

BY: JENNY DAVILA, PUBLIC WORKS ADMIN. SUPERVISOR

TITLE: FIFTH AMENDMENT TO CINTAS INCORPORATED UNIFORM SERVICES AGREEMENT

RECOMMENDED MOTION:

A motion to approve a Resolution authorizing the City Manager to enter into a Fifth Amendment to the services agreement with Cintas Uniform, Incorporated for laundry and rental services in an amount not to exceed \$89,750.

EXECUTIVE SUMMARY:

Staff relies on uniform laundry and rental services to maintain an acceptable and professional dress code. For the past 4 years, Cintas Incorporated (“Cintas”) has provided the City with uniform laundry and rental services. After review, staff feels that it would be beneficial to extend the current agreement with Cintas for uniform laundry and rental services without disruption.

BACKGROUND:

A Request for Proposals for laundry services was issued in May of 2020. On August 4, 2020, the City entered into a 3-year agreement with Cintas Incorporation for Uniform Rental and Laundry Services in the amount of \$53,402. At that time, Uniform Rental and Laundry Services were based on a total of 58 employees.

Amendment 1 adding the Salinas Airport personnel to the agreement was signed on August 26, 2020, increasing the contract amount to \$55,902.

Amendment 2 was approved on July 15, 2021, to increase payment terms for an increase in the level of expected services, bringing the agreement to a new total of \$61,902. Because of the additional increase in services, Amendment 2 did not provide for a sufficient increase to cover those services for the remainder of the agreement.

Amendment 3 was signed May 16, 2023, increasing the final total of the agreement to \$75,152.

Amendment 4 was signed July 13, 2023, extending the Agreement for one year and an increase to the amount not to exceed \$77,652 with a 10% contingency that would account for changes in staffing for the term of the agreement.

On May 13, 2024, Cintas reached out to request the final extension of the agreement for one year per the contract term verbiage in the original RFP. Staff recommends the approval of the extension for an amount not to exceed \$89,750 annually for the final term of the agreement.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

STRATEGIC PLAN INITIATIVE:

The long-term agreement for these services, relates to the City Council's Vision and Strategic Goal of Operational Efficiency due to the time savings that will occur from seeking out a different vendor to accommodate City schedule and needs. By extending the services per the terms of the original agreement for a period of one year, our staff will maintain the professional and acceptable dress code that is currently in place.

DEPARTMENTAL COORDINATION:

Public Works Administration and Maintenance Divisions worked closely in the preparation, publication and review of the Request for Proposals that was the original resolution number 21925, as well as any amendments that were addressed thereafter.

FISCAL AND SUSTAINABILITY IMPACT:

Funding has been included in the FY 24-25 Proposed Budget specifically, within the account codes noted below.

Budget Account	Current Annual Cost
1000.50.5232	\$5,000
1200.50.5231	\$1,200
1200.50.5234	\$18,000
1200.50.5239	\$4,500
1200.55.5238	\$9,950
6100.50.5340	\$2,600
6200.50.5441	\$5,500
6400.50.5444	\$7,500
6500.50.5443	\$3,300
6500.50.5444	\$2,200
7120.50.5233	\$30,000
Total	\$89,750

ATTACHMENTS:

- Resolution
- Original Approved Agreement Signed
- Approved Amendment 1 Signed
- Approved Amendment 2 Signed
- Approved Amendment 3 Signed
- Approved Amendment 4 Signed
- Amendment 5