



## **CITY OF SALINAS COUNCIL STAFF REPORT**

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**DATE:** MAY 16, 2023

**DEPARTMENT:** PUBLIC WORKS

**FROM:** DAVID JACOBS, PE, LS, PUBLIC WORKS DIRECTOR

**BY:** JENNY DAVILA, PW ADMIN SUPERVISOR

**TITLE:** UNIFORM RENTAL LAUNDRY SERVICES AMENDMENT 3

### **RECOMMENDED MOTION:**

A motion to approve amendment number 3 to an existing agreement with Cintas Incorporated authorizing an additional amount of \$15,750 to cover the rental laundry services for the remaining of the approved agreement, bringing the total annual contract amount to \$75,152.

### **EXECUTIVE SUMMARY:**

Staff relies on professional uniform rental and laundry services to maintain an acceptable dress code. Due to an increase in the number of employees 58 to 66 since the beginning of the agreement an increase in the approved agreement amount is needed. Staff is requesting the increase of \$15,750 to cover the services for the remainder of the contract.

### **BACKGROUND:**

On August 4, 2020, Staff requested and was granted approval to enter into a 3-year agreement with Cintas Incorporated for uniform rental and laundry services in response to a Request for Proposals in May of 2020 for the amount of \$53,402. Uniform rental and laundry services were based on a total of 58 employees. On August 26, 2020, Amendment number 1 adding the Salinas Airport personnel to the agreement was signed, increasing the contract amount to \$55,902. Amendment number 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 of services, the second amendment did not provide for a sufficient increase to cover those services for the remainder of the contract which ends on August 8, 2023. As of now, there are a total of 66 employees who receive the uniform rental and laundry service from Cintas. Because of this increase, staff is now requesting a final increase of \$15,750 to cover the remaining contract amount bringing the total to \$75,152.

<i>Division</i>	<i>Estimated # of Employees at beginning of Agreement</i>	<i>Current # of employees receiving Uniform services</i>
<i>Fleet</i>	<i>7</i>	<i>9</i>
<i>Facilities</i>	<i>3</i>	<i>5</i>
<i>Forestry</i>	<i>7</i>	<i>6</i>
<i>Streets</i>	<i>15</i>	<i>19</i>
<i>Parks</i>	<i>7</i>	<i>14</i>
<i>Wastewater</i>	<i>17</i>	<i>12</i>
<i>Graffiti</i>	<i>2</i>	<i>1</i>
<i>Total Number of Employees</i>	<i>58</i>	<i>66</i>

#### 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 frequently seeking out a different vendor for these ongoing services. The Strategic Plan can be viewed here [\[link\]](#).

#### DEPARTMENTAL COORDINATION:

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

### FISCAL AND SUSTAINABILITY IMPACT:

These services are budgeted through the Public Works Maintenance Division's operational budgets. As noted on the following table, based on the current budget sufficient funds are available in each individual division's budget account to cover the annual service agreement cost.

<b>Budget Account</b>	<b>Current Annual Cost</b>	<b>Total Estimated Increase</b>	<b>Final Estimated Budget</b>
7120.50.5233-62.5110	\$16,000	\$4,800	\$20,800
1000.50.5232-62.5110	\$3,200	\$1,200	\$4,400
1200.50.5239-62.5110	\$4,000	\$350	\$4,350
1200.50.5231-62.5110	\$1,200	\$0	\$1,200
1200.55.5238-62.5110	\$7,000	\$2,950	\$9,950
6500.50.5443-62.5110	\$1,300	\$2,000	\$3,300
1200.50.5234-62.5110	\$16,502	\$0	\$16,502
6500.50.5444-62.5110	\$2,000	\$0	\$2,000
6400.50.5442-62.5110	\$6,000	\$1,500	\$7,500
6200.50.5441-62.5110	\$2,200	\$2,950	\$5,150
<b>Total</b>	<b>\$59,402</b>	<b>\$15,750</b>	<b>\$75,152</b>

### ATTACHMENTS:

Resolution

Approved Agreement Signed

Approved Amendment 1 Signed

Approved Amendment 2 Signed

Amendment 3