



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: AUGUST 4, 2020
DEPARTMENT: PUBLIC WORKS
FROM: DAVID JACOBS, P.E., L.S., PUBLIC WORKS DIRECTOR
BY: JOE ALBERTONI, SUPERINTENDENT MAINTENANCE
THRU: LUCAS ALEDO, STREETLIGHT, TRAFFIC SIGNS SUPERVISOR
TITLE: UNIFORM RENTAL AND LAUNDRY SERVICES

RECOMMENDED MOTION:

A motion to approve a Resolution awarding a service agreement to Cintas Incorporation for uniform rental and laundry services in the amount of \$53,402 per year for a three-year term.

RECOMMENDATION:

It is recommended that the City Council approve a Resolution awarding a service agreement to Cintas Incorporation for uniform rental and laundry services in the amount of \$53,402 per year for a three-year term.

EXECUTIVE SUMMARY:

Staff relies on professional uniform rental and laundry services to maintain an acceptable dress code. A Request for Proposals was published earlier this year. In response, one proposal was received which was submitted by the same firm currently providing the service. Staff is requesting the approval to enter into a three-year agreement with Cintas Inc. for uniform rental and laundry service at a not to exceed price of \$53,402 per year.

BACKGROUND

In order for Public Works Maintenance Division staff to maintain an acceptable dress code, Staff relies on professional uniform rental and laundry services. These services were being provided by Cintas Inc. according to rates of compensation negotiated in May 2017.

Earlier this year, City Council approved an agreement, at a not to exceed cost of \$5,000 per month, to continue services until a new service agreement was competitively bid. A Request for Proposals was published on May 15, 2020 with proposals due on June 24, 2020. In response, one proposal was received which was submitted by the same firm currently providing the service.

Staff is requesting the approval to enter into a three-year agreement with Cintas Inc. for uniform rental and laundry service at a not to exceed price of \$53,402 per year.

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).

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.

DEPARTMENTAL COORDINATION:

Public Works Admin and Maintenance Divisions have worked closely in the preparation, publication and review of the request for proposals.

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.

Budget Account	Estimated Annual Cost	15% contingency	Total Estimate Annual Cost	Current Budget
1000.50.5231-62.5110	\$1,392	\$278	\$1,670	\$5,000
1000.50.5232-62.5110	\$2,087	\$313	\$2,400	\$5,000
1000.50.5238-62.5110	\$4,609	\$691	\$5,300	\$6,000
1000.50.5239-62.5110	\$4,783	\$717	\$5,500	\$6,000
1200.50.5234-62.5110	\$6,086	\$914	\$7,000	\$7,000
1200.50.5238-62.5110	\$2,870	\$431	\$3,301	\$4,000
6400.50.5442-62.5110	\$6,261	\$939	\$7,200	\$8,000
6500.50.5443-62.5110	\$1,478	\$222	\$1,700	\$2,500
6500.50.5444-62.5110	\$4,200	\$630	\$4,830	\$5,000
7120.50.5233-62.5110	\$12,609	\$1,891	\$14,500	\$15,000
Total	\$46,375	\$7,027	\$53,402	\$63,500

ATTACHMENTS:

Resolution

Attachment A – Proposal submitted by Cintas, Inc.

Agreement