

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: July 08, 2014		DATE SUBMITTED: June 17, 2014	
DEPARTMENT OF ORIGIN: Fiscal/Purchasing		SUBMITTED BY: Joe Hegwood	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input checked="" type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input type="checkbox"/> SERVICE
<input type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input checked="" type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
AGENDA ITEM DESCRIPTION: Consider a one (1) year extension of an existing price agreement for Employee Uniform Rentals/Lease and Direct Miscellaneous Uniform Purchases with Unifirst Holdings, LP of Bryan, Texas in a not to exceed amount of \$55,941.10.			
SUMMARY STATEMENT: On June 14, 2011, the City Council approved a two (2) year price agreement with Unifirst Holdings, LP in the amount of \$97,288.88 for the two year period. The agreement also allowed for three (3) one-year extensions. On April 18, 2013, a change order for fifteen percent (15%) of the original amount (\$14,593.33) was issued; bringing the two year total amount to \$111,882.21. The first one year extension was approved by the City Council on June 23, 2013, for one half of that amount, for a not to exceed amount of \$55,941.10. This agenda items covers the second one-year extension.			
<p>This price agreement requires uniforms to be supplied on an “as needed” basis and will service the needs of various City departments (Environmental Services, Facility Services, Fleet Services, Parks & Recreation, Traffic, Transportation and Water Services). Work uniforms are supplied to specific employees in an effort to provide continuity and consistency in the workplace. Uniforms also are used to identify City employees so citizens and customers can easily recognize City employees. In essence, uniforms serve several purposes, including enhancing the City’s image and identifying City employees. In some instances, a uniform also ensures an employee’s clothing does not interfere with being able to perform the job in a safe manner.</p> <p>Under the “rental” program, the service provider is required to provide a total of eleven (11) sets of garments per employee with full service repair/replacement and cleaning by the service provider. The “lease” program provides a total of seven (7) sets of garments per employee with full service repair/replacement by the service provider and cleaning by the employee. The City reserves the right to select either the rental and/or lease program for employee uniforms.</p> <p>Unifirst Holdings, LP as our current supplier of uniforms, has provided the City with satisfactory service for over eight (8) years. If approved, this contract extension (July 1, 2014 to June 30, 2015) will be the second of three one-year extensions.</p>			
STAFF ANALYSIS AND RECOMMENDATION: Fiscal/Purchasing Services respectfully request the City Council approve a one (1) year extension of the existing price agreement with Unifirst Holdings, LP of Bryan, TX for a not to exceed one (1) year price agreement amount of \$55,941.10.			

OPTIONS (In Suggested Order of Staff Preference):

1. Approve the contract extension
2. Do not approve this request to extend
3. Re-Bid

ATTACHMENTS: Unifirst Extension Letter

FUNDING SOURCE: Various City Department Uniform Accounts (General Fund and Enterprise Funds)

APPROVALS: Hugh R. Walker, 06/30/2014

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 06/30/2014

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 07/01/2014

Revised 05/2013