



## Legislation Text

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**File #:** 20-370, **Version:** 1

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### **CITY COUNCIL AGENDA ITEM**

Memo Date: June 15, 2020  
Agenda Date: July 8, 2020  
Prepared By: Heath Hancher, Purchase & Contracts Manager  
Through: Rebecca Bowman, Finance Director

#### **Requested Action:**

Approval for the City to enter a Cooperative Purchasing (CoOp) Agreement by and between Prince William County Public Schools, Contract No. R-BB-19002 and CINTAS Uniform Rental Services to reoutfit City Employees with new uniforms, laundering and rental services, pending the Approval of the FY 2021 Budget.

#### **BACKGROUND:**

The City has utilized Unifirst Uniform Rental services since 2013 providing uniform rental, laundering and direct purchase options to uniformed City employees. Over the course of seven (7) years the quality of services has drastically decreased, thus dramatically impacting the uniform's appearance through lack of replacement, poor laundering, lost uniforms and failing to adhere to the Sourcwell (NJPA) Agreement 062415. Employees have experienced lost uniforms, poor laundering and damaged returns through route delivery / pick-up with no resolution of the noted deficiencies. Purchasing Division worked closely with each Department identifying the issues and made several attempts to resolve through the vendor, Unifirst, in order to correct noted shortcomings to no avail as systemic issues continue with no improvement. Due to the poor performance and lack of improvement of services, other source options for uniform rental services were sought.

In attempt to provide uniformed employees with a dependable vendor, reliable contracted services and quality uniforms; Staff seeks approval to enter into a CoOp through the Prince William County Public Schools, Contract No. R-BB-19002; contracting with CINTAS Uniform Corporation for the rental, laundering and direct purchase option of uniforms and ancillary clothing articles. By entering into this CoOp, the City will benefit from a nationally awarded vendor, reliable services and length of contract. The contract life cycle began December 13, 2018 with terms extending through October 31, 2023 with the option to renew for two (2) additional two (2) year periods, thus affording the ability to extend this agreement outward to five (5) years.

Services provided by CINTAS will include: High quality - updated uniforms (i.e. light weight - durable materials, moisture wicking, fire / electrical resistant, weekly pick-up / drop-off of laundered uniforms, locker storage bins (at no cost), automated barcode scanning for real-time asset accountability, repair / replacement of uniforms, tailoring and a direct purchase program for individual purchases. In addition to these benefits, through negotiation, CINTAS has agreed to offer a 22% discount for the direct individual purchase of safety shoes for the life of the agreement. CINTAS pricing also includes uniform insurance coverage for all damages, repairs, replacements and new uniform set-up required over the life cycle of the contract.

Although the cost of this contract increases annual uniform expenses by approximately 15% above the existing contract, the City will benefit by obtaining a reliable vendor with nationally awarded and proven past performance, upgraded uniform quality, streamlined accountability processes (pick-up / delivery), on-time

invoicing, locker banks, complete uniform insurance coverage and a direct purchase program for each employee. Furthermore, issuance of new uniforms will enhance employee morale, improve the overall appearance of City staff and provide regularly scheduled professional laundering service. Due to the unpredictable volume of weekly laundered uniforms, meaning the amount of weekly laundered uniforms may fluctuate (+ or -), a contingency of 15% will be used to absorb such unforeseen expenses should they occur. Staff is requesting City Council approval of this CoOp by utilizing currently employment allocations to include contingency funds as requested.

**STRATEGIC PLAN CONNECTION:**

N/A

**BUDGETARY IMPACT:**

Budgeted N/A

If not budgeted, is amendment/transfer attached? N/A

Amount Requested:	FY 2021:	\$72,207.35
	FY 2022:	\$73,189.07
	FY 2023:	\$75,384.74
	FY 2024:	\$77,646.28
	FY 2025:	\$79,975.67

Account Number: See below (FY2021)

Public Works	001-3510-541.52-00 =	\$1,032.72
	001-3520-572.52-00 =	\$2,065.44
	001-3540-519.52-00 =	\$1,032.72
	001-3560-519.52-00 =	\$1,549.08
	001-3570-519.52-00 =	\$1,032.72
	Subtotal:	\$6,712.68
	15% Contingency:	\$1,006.90
	Total:	\$7,719.58

Utilities	421-4020-536.52-00 =	\$14,547.52
	421-4025-536.52-00 =	\$18,743.92
	421-5055-536.52-00 =	\$4,196.40
	421-4120-536.52-00 =	\$6,994.00
	421-4125-536.52-00 =	\$5,595.20
	Subtotal:	\$50,077.04
	15% Contingency:	\$7,511.56
	Total:	\$57,588.60

Inventory	421-1506-536.52-00 =	\$1,000
	Subtotal:	\$1,000
	15% Contingency:	\$ 150
	Total:	\$1,150

Utility Support Services	421-1515-536.52-00 =	\$4,999.28
	Subtotal:	\$4,999.28
	15% Contingency:	\$749.89
	Total:	\$5,749.17

**PREVIOUS ACTION:**

None

**RECOMMENDED MOTION:**

Approval for the City to enter a Cooperative Purchasing (CoOp) Agreement by and between Prince William County Public Schools, Contract No. R-BB-19002 and CINTAS Uniform Rental Services to reoutfit City Employees with new uniforms, laundering and rental services, pending the Approval of the FY 2021 Budget.