



City of Rialto

Legislation Text

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For City Council Meeting [January 14, 2020]

TO: Honorable Mayor and City Council

APPROVAL: Rod Foster, City Manager

FROM: Savat Khamphou, Public Works Director/City Engineer

Request City Council to Approve a Contract Services Agreement with Prudential Overall Supply for Industrial Linen Services for Fiscal Year 2019/2020 in the Amount of \$17,000.

BACKGROUND

The Public Works Department provides Industrial Linen and Uniform Services for staff. Uniform types vary depending on the job task of the employee. Other cleaning services for floor mats, rags, and towels are utilized as well.

ANALYSIS/DISCUSSION

On August 8, 2019 the Public Works Maintenance Division prepared and released a Request for Proposals (RFP) #20-015 through the Purchasing Division to solicit proposals from vendors for Industrial Linen Services. The quantities in the RFP were based upon an average number of linens for bidding purposes, as the number of required uniforms varies as employee numbers vary. The City advertised the RFP on Planetbids.com, posted it on the City's website and distributed it to various plan rooms throughout Southern California. A copy of the RFP is included as Attachment 1.

On August 29, 2019, the Public Works Department received two (2) Proposals in response to the RFP from the following firms:

1. Prudential Overall Supply, Riverside, CA
2. Mission Linen Supply, Santa Barbara, CA.

The proposals were evaluated by the Purchasing Division and Public Works Department. Staff recommends selecting Prudential Overall Supply to perform the Industrial Linen Services as their pricing is more favorable and a replacement warranty is available with their garments. Table 1 provides a cost estimate (as the costs will vary as department needs vary) of their weekly services based upon the bid schedule:

Table 1

Proposer	Amount
Prudential Overall Supply	\$229.38
Mission Linen & Uniform Supply	\$237.75

The current total expenditure for FY2019/2020 is \$9,100. Anticipated remaining expenditures, per the new contract amount, total \$5,964 for a grand total of \$15,080. Additional anticipated expenditure for additional supplies and linens total \$1,920, for a budget amount of \$17,000. A copy of the Prudential Overall Supply proposal and the Bid Abstract is Included as Attachment 2 and Attachment 3, respectively.

Currently, Prudential Overall Supply has been performing Industrial Linen Services and staff is satisfied with their performance. The contract duration is for 1 year, plus an optional 4 one-year extensions, if approved by City Council. A copy of the Contract Services Agreement (CSA) and Disclosure Form is included as Attachment 4 and Attachment 5, respectively

ENVIRONMENTAL IMPACT

This action is not a "Project" as defined by the California Environmental Quality Act (CEQA). Pursuant to section 15378(a), a project means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to section 15378 (b), a project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY

This action is consistent with Guiding Principle 3A of the City's General Plan;

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the Citizens and is a good place to do business.

LEGAL REVIEW

The City Attorney has reviewed and supports this staff report.

FINANCIAL IMPACT

Operating Budget Impact:

Budget has been appropriated through the City's Departmental Budgets for Fiscal Year 2019/2020 as follows for Linen Services:

- General Fund Park Maintenance Account No. 010-500-7304-2021 - \$3,400
- General Fund Street Maintenance Account No. 010-500-7305-2021 - \$3,400
- General Fund Traffic Safety Account No. 010-500-7308-2021 - \$3,400
- Internal Service Facilities Maintenance Account No. 770-500-7302-2021 - \$3,400
- Internal Service Fleet Maintenance Account No. 690-500-7307-2021 - \$3,400

Capital Improvement Budget Impact:

The proposed action will not affect the Capital Improvement Budget.

Licensing:

Prior to execution of the Contract Service Agreement, the vendor shall submit a business license application and pay a Business License tax at the rate of \$79, as well as Administration and State fees.

RECOMMENDATION

Staff recommends that the City Council Award a Contract Services Agreement with Prudential Overall Supply, for Industrial Linen Services for Fiscal Year 2019/2020 in the Amount of \$17,000.