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DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA
October 16, 2001
PS:Admin:01-49:RBH:CS:mh

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City Council
Sacramento, California

CONTINUED
FROM 10-16-01
TO 10-23-01

Honorable Members in Session:

AG 2001-184

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1840 FOR UNIFORM RENTAL AND CLEANING SERVICES IN A TOTAL AMOUNT NOT TO EXCEED \$450,000.00

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

Staff recommends that the City Council adopt specifications and accept the lowest responsible bid for the contract resulting from Bid No. 1840 for Uniform Rental and Cleaning Services. Award is recommended to Mission Uniform and Linen Service, 7520 Reese Road, Sacramento, CA 95828, in a total amount not to exceed \$450,000.00 per contract year.

CONTACT PERSONS: Chris Slay, Buyer II, 433-6344

FOR COUNCIL MEETING: October 16, 2001

SUMMARY:

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing materials and services in accordance with the specifications used in the bidding process, and recommendation for award of Bid No.1840 for Uniform Rental and Cleaning Services to be used Citywide.

BACKGROUND:

This contract will be used by various departments to provide City personnel with uniforms and uniform cleaning services.

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Staff recommends that the contract be awarded to Mission Uniform and Linen Service, 7520 Reese Road, Sacramento, Ca 95828, in a total amount not to exceed \$450,000.00 per contract year. Mission Uniform and Linen Service is our current contract provider. Theirs was the lowest responsible bid received, as shown on the attached bid tabulation sheet (Attachment 1). Because the bid total of \$374,268.80 represents items, quantities and services selected for bid evaluation purposes only, staff recommends that the City Council authorize a contract in a total amount not to exceed \$450,000.00 per year, which more closely reflects the actual amount anticipated to be expended each year of this potential six (6) year contract.

FINANCIAL CONSIDERATIONS:

Funding for uniforms is included in the various organizations' operating budgets.

ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

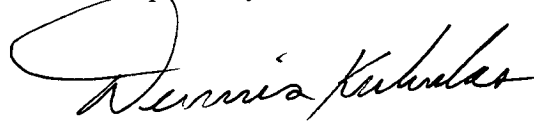
POLICY CONSIDERATIONS:

This recommendation is consistent with the requirements for competitive bidding as detailed in Chapter 3.56 of the Sacramento City Code.

ESBD CONSIDERATIONS:

Requests for bid (RFB) were sent to eight (8) vendors, none of which were certified as Emerging or Small Business Enterprises (EBE/SBE) at the time the bids were prepared and mailed. An extensive search for EBE/SBE firms in both the State of California and the City of Sacramento databases yielded no EBE/SBE firms. The lowest responsible bidder, Mission Uniform and Linen Service, is not a certified EBE/SBE firm.

Respectfully Submitted,


for Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager

**BID TABULATION SHEET FOR BID NO. 1840
UNIFORM RENTAL AND CLEANING SERVICES**

<u>Bidder</u>	<u>Total Bid (Less Sales Tax)</u>	<u>EBE/SBE Preference</u>	<u>1% City Tax Preference</u>	<u>Prompt Payment Discount</u> 5% - 20 Days	<u>Evaluation Total</u>
Mission Uniform and Linen Service	\$ 374,268.80 ⁽¹⁾	None	None	<18,713.44>	\$355,555.36
Prudential Overall Supply	\$ 383,919.20 ⁽¹⁾	None	None	None	\$383,919.20

⁽¹⁾ Total has been corrected for vendor mathematical errors.

Total Award of Contract To: Mission Uniform and Linen Service
7520 Reese Road
Sacramento, CA 95828

Total Amount of Contract: \$450,000.00⁽²⁾

Using Department: Citywide

Original Estimated Cost: \$350,000.00

Total Bid Amount: \$374,268.80 (Excludes Sales Tax)

Due Date: September 12, 2001

⁽²⁾The lowest responsible bid amount of \$374,268.80 represents the total for the items selected for evaluation purposes only. Authorization is requested to enter into a contract in an amount not to exceed \$450,000.00 per year, which more closely reflects the actual amount anticipated to be expended each year of this potential six (6) year contract.

**Total No. of
Bids Solicited**
8

**No. of EBE/SBE
Bids Solicited**
None Know
or Listed

**No. of EBE/SBE
Responses**
2

**Award to
EBE/SBE Vendor?**
No

(3)