



TO: Board of Contracts and Awards
FROM: Andrew Cherullo, Director, Finance Department
Patsy Best, Procurement and Payables Division Manager, Finance Department
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator
SUBJECT: Apparel/Linen Rental and Laundry Services Citywide Contract
U.S. Communities Government Purchasing Alliance (U.S. Communities) Request for
Proposals No. 12JLH011, Cintas Corporation, Contract 12-JLH-011C – June 27, 2017
DATE: June 6, 2017

SUMMARY:

Finance, Procurement and Payables Division recommends a citywide contract be awarded to **Cintas Corporation, Mason, OH**, in the amount of \$850,000, plus applicable sales tax for apparel and linen rental and laundry services on an as-needed basis through June, 2020.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.

This contract will be utilized throughout the City to supply uniforms, linens, laundering and rugs. These services ensure that employees are able to serve the community with vital functions in a safe and effective manner.

BACKGROUND:

ISSUE: This citywide contract provides for the rental of uniforms, linens, and other articles and laundering services for use by various City departments. Primary usage of this contract is for garment rental and laundering services for employees in Public Works Solid Waste and Wastewater Management, General Government and Tacoma Public Utilities (TPU) Fleet Services, TPU Customer Service, Tacoma Power Transmission & Distribution and Generation, Tacoma Fire, Tacoma Police, and Tacoma Rail. These services do not include uniforms for Police or Fire however many garments are provided for compliance with labor agreements. Other usage would include the rental and servicing of mops, towels, floor mats, and various linen items.

ALTERNATIVES: The alternative course of action would be to issue a solicitation for apparel and linen rental and laundry services. The U.S. Communities Government Purchasing Alliance (U.S. Communities) already conducted a competitive solicitation and established a contract that the City may utilize making this a more efficient method of procurement.

COMPETITIVE ANALYSIS: U.S. Communities Contract 12-JLH-011C, issued per Request for Proposals No. 12JLH011, is a competitively solicited contract with Harford County Public Schools, Maryland as the lead agency in issuing the solicitation. This contract meets Tacoma's competitive solicitation requirements by means of an interlocal cooperative purchasing agreement with U.S. Communities and by utilizing this cooperative agreement the City will benefit from cost savings achieved through volume purchasing on a national scale.

CONTRACT HISTORY: New Contract



SUSTAINABILITY: Cintas Corporation considers sustainability to be an essential core value. Cintas offers sustainable products and services with high standards around energy efficiency, water usage and waste reduction.

SBE/LEAP COMPLIANCE: Not applicable.

RECOMMENDATION:

Finance, Procurement and Payables Division recommends a citywide contract be awarded to **Cintas Corporation, Mason, OH**, in the amount of \$850,000 plus applicable sales tax for Apparel and Linen Rental and Laundry Services on an as-needed basis through June, 2020.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Department Funds			\$850,000
TOTAL			

* General Fund: Include Department

REVENUES: N/A

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			

POTENTIAL POSITION IMPACT: N/A

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
TOTAL			

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.



FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$560,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

FINANCE PURCHASING

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