



TO: Board of Contracts and Awards
FROM: Patsy Best, Procurement and Payables Division Manager, Finance Department
Andrew Cherullo, Director, Finance Department
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Jessica Tonka, Finance/Purchasing
SUBJECT: Apparel/Linen Rental and Laundry Services Citywide Contract Increase, Aramark
Uniform Services, Request for Bids, Specification No. CT12-0309F, Contract
No. 4600008381 – August 29, 2017
DATE: August 11, 2017

SUMMARY:

Finance, Procurement and Payables Division requests approval to increase Citywide Contract No. 4600008381 with **Aramark Uniform Services, Olympia, WA**, by \$100,000, plus applicable sales tax, for Apparel/Linen Rental and Laundry Services on an as-needed basis. This increase will bring the contract to a cumulative amount of \$1,082,000, plus applicable sales tax, for services through January 2018.

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.

A citywide contract with Cintas Corporation for these services was approved in June 2017. In order to provide a seamless transition to the new service provider, a contract extension was executed with Aramark Uniform Services to maintain the services through January 2018. This increase is to allow for the transition period.

ALTERNATIVES: The only alternative would be for the City to transition immediately to the new service provider. However, the current agreement with Aramark Uniform Services requires a 90 day written notice of cancellation of services to any location or department. Also, new uniforms typically require approximately six weeks from the time of ordering to be available. This gap in service could cause a tremendous disruption to City operations.



CONTRACT HISTORY: This contract was originally awarded to Aramark Uniform Services as a result of Request for Bids Specification No. CT12-0309F in August 2012. Per Utility Board Resolution U-10558 and City Council Resolution 38526 a two-year contract was approved in the amount of \$370,547.94 with three additional one-year renewals for a cumulative total of \$982,000. A contract extension was executed October 1, 2014 extending the contract through September 30, 2015. A second extension was executed extending the contract through September 30, 2016. A third extension was executed extending the contract through January 31, 2017. Two additional short-term extensions were executed extending the contract through January 31, 2018. These short-term extensions were to allow for the transition to the new service provider.

SUSTAINABILITY: Aramark Uniform Services makes sustainability a priority by using water-saving devices and low-impact green cleaning. They also adhere to optimal vehicle maintenance and operation protocols to minimize fuel use and emissions including route optimization utilizing state-of-the-art GPS software.

SBE/LEAP COMPLIANCE: Not applicable.

RECOMMENDATION:

Finance, Procurement and Payables Division requests approval to increase Citywide Contract No. 4600008381 with **Aramark Uniform Services, Olympia, WA**, by \$100,000, plus applicable sales tax, for Apparel/Linen Rental and Laundry Services on an as-needed basis. This increase will bring the contract to a cumulative amount of \$1,082,000, plus applicable sales tax, for services through January 2018.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Department Funds			\$100,000
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: \$100,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

FINANCE PURCHASING

AUG 15 2017 11:16:29

