



Legislation Text

File #: 17-0159, **Version:** 1

MOTION TO AWARD RFP # FI-16-02 "UNIFORM RENTAL AND CLEANING SERVICE - FIRE DEPARTMENT" TO THE MOST RESPONSIVE/RESPONSIBLE BIDDER, CINTAS CORP. IN THE ESTIMATED ANNUAL AMOUNT OF \$28,268.24.

SUMMARY EXPLANATION AND BACKGROUND:

1. On February 1, 2017, the City Commission authorized the advertisement of RFP # FI-16-02 "Uniform Rental and Cleaning Service - Fire Department", which was advertised on February 7, 2017.
2. The purpose of this solicitation was to provide rental and cleaning services of uniforms for the Fire Department.
3. The City currently uses Cintas Corp. as the vendor to provide these services.
4. On March 7, 2017 the City opened two (2) proposals from the following vendors:

Vendor Name	Estimated Annual Total Cost
Cintas Corp.	\$28,268.24
UniFirst Corporation	\$40,768.00
5. The Fire Department has reviewed the proposals and has deemed Cintas Corp. to be the most responsive/responsible proposer.
6. In addition, Cintas Corp. has also completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."
7. The Fire Department recommends the continued use of Cintas for the Uniform Rental and Cleaning Service and has also requested to enter into an agreement for an initial two and a half year agreement, expiring on September 30, 2019, with two (2) additional two year renewal terms, in order to align the agreement to the City's fiscal year.
8. Request Commission to award RFP # FI-16-02 "Uniform Rental and Cleaning Service - Fire Department" to the most responsive/responsible bidder, Cintas Corp. in the estimated yearly amount of \$28,268.24.

FINANCIAL IMPACT DETAIL:

- a) **Initial Cost:** Estimated annual cost is \$28,268.24, based on the per-unit costs and the estimated number of employees.
- b) **Amount budgeted for this item in Account No:** There is \$14,135 available in account # 1-529-

4003-34300 (Contract - Laundry and Cleaning) to cover the costs for the remaining six month period. Funds are encumbered in Purchase Order # 20170054 that was made for Cintas using the existing Cintas contract that is expiring. Once the Purchase Order is closed, there will be enough funds to create a new Purchase Order for Cintas utilizing the new agreement.

c) Source of funding for difference, if not fully budgeted: Not Applicable.

d) 5 year projection of the operational cost of the project: This contract is for an initial two and a half year term, expiring on September 30, 2019, with two (2) additional two year renewal terms, in order to align the agreement to the City's fiscal year.

	Current FY	Year 2	Year 3	Year 4	Year 5
Revenues	\$0	\$0	\$0	\$0	\$0
Expenditures	\$14,134.12	\$28,268.24	\$28,268.24	\$0	\$0
Net Cost	\$14,134.12	\$28,268.24	\$28,268.24	\$0	\$0

e) Detail of additional staff requirements: Not Applicable.