
CITY OF OCALA

CITY COUNCIL REPORT

Council Meeting Date: 10/20/20

Subject: Citywide Uniform Contract

Submitted By: Robert Andrews

Department: Business & Financial Services

STAFF RECOMMENDATION (Motion Ready): Approve Agenda Item (ID # 15146) three-year agreement with Unifirst Corporation and Cintas Corporation to provide uniform services to thirteen City departments with an estimated annual cost of \$51,171.64

OCALA'S RELEVANT STRATEGIC GOALS: Fiscally Sustainable

PROOF OF PUBLICATION: 3/20/2020

BACKGROUND:

Citywide Uniform contract COO #16/005 was scheduled to end 9/30/20. The current provider Unifirst has been extended through November 2020.

On 3/20/20 Procurement issued ITB# COO/200511 Citywide Uniform Service and contacted Unifirst, Cintas, Aramark and ALSCO for quotes on providing uniform services for 13 of the City's departments. Benchmarking comparisons were done.

Unifirst and Cintas were very close on costs with a \$725.00 difference. Sample garments were requested from Cintas and were taken to each department for review and evaluation. Of the 13 departments, 10 selected the Cintas garments and 3 wished to remain with Unifirst.

The bid was split to provide the departments with the garments they selected, to give the City of Ocala another uniform vendor, and allow for more competitive bidding in the future.

FINDINGS AND CONCLUSIONS:

The current pricing baseline cost was \$53,491.36 per year. The new pricing is at \$51,171.64 per year, with a \$2,319.72 reduction. The 3-year contract will result in a savings to the City of \$6,959.16. Additionally, each department will be provided with the garments of their choice.

<u>Department</u>	<u>Current Cost</u>	<u>Unifirst New</u>	<u>Cintas New</u>
Central Lines	\$ 8,998.08		\$ 8,738.08
Central Maintenance	\$ 6,097.52		\$ 6,944.08
Commercial Station	\$ 3,257.80	\$ 2,767.96	
Compliance Monitor	\$ 1,460.16		\$ 1,464.32
Fleet	\$ 3,110.12	\$ 3,003.52	
Rec & Parks	\$ 2,334.28		\$ 2,527.20
Residential Station	\$ 10,207.60	\$ 8,515.52	
Stormwater	\$ 4,467.84		\$ 4,383.08
Street	\$ 4,880.20		\$ 4,870.32
Traffic	\$ 3,289.00		\$ 3,123.12
Water Treat Plant	\$ 2,049.84		\$ 1,876.16
WRF #2	\$ 1,506.96		\$ 1,292.72
WRF #3	\$ 1,831.96		\$ 1,665.56
Total Current	\$ 53,491.36	\$ 14,287.00	\$ 36,884.64
New Pricing	\$ 51,171.64		
Annual variance	\$ (2,319.72)		
3 year variance	\$ (6,959.16)		

Unifirst is located in Ocala. Cintas is located in Gainesville. Both will provide dedicated drivers, the same frequency of pick up and delivery service, and the same number of garments for each employee to each department. Individual garment tracking and department billing will be maintained.

FISCAL IMPACT:

User departments have budgeted for uniforms and accessories in their individual fiscal year budgets

PROCUREMENT REVIEW:

This contract has been reviewed and approved for compliance with the City's procurement policies.

LEGAL REVIEW:

The contract has been reviewed for form and legality by the Assistant City Attorney, Robert W. Batsel, Jr.

ALTERNATIVE:

Approve

Deny

Table

SUPPORT MATERIALS:

Bid Tab, 200511 (PDF)