



## Legislation Text

---

**File #:** 2024-0078, **Version:** 1

---

Submitted By: Michelle Brooker

Presentation By: Daphne Robinson

Department: Procurement and Contracting

---

### **STAFF RECOMMENDATION (Motion Ready):**

Approve renewals of cooperative purchasing agreements with UniFirst Corporation and Cintas Corporation for the provision of citywide uniform services for an aggregate contract expenditure of \$296,000

---

### **OCALA'S RELEVANT STRATEGIC GOALS:**

Operational Excellence

---

### **PROOF OF PUBLICATION:**

N/A

---

### **BACKGROUND:**

Since 2020, City has contracted with Unifirst Corporation ("UniFirst") and Cintas Corporation ("Cintas") utilizing Sourcewell Cooperative Purchasing Agreement No. 040920-UFC and Omnia Cooperative Purchasing Agreement No. R-BB-19002 (collectively, Contract No.: COO/200511) to service the uniform supply needs of 13 City departments/divisions annually.

UniFirst is located in Ocala and Cintas is located in Gainesville, Florida. Both vendors provide dedicated drivers, identical pick-up and delivery service frequencies, and the same garment selection options for the employees of the utilizing departments. The utilization of a multi-vendor citywide contracting arrangement allows for more competitive bidding in future solicitations.

Contract No.: COO/200511 was first approved by Council on October 20, 2020, for a term of three years with an estimated aggregate expenditure of \$153,514.92. On November 15, 2022, City Council approved additional expenditures under COO/200511 for an increased total contract expenditure of \$250,515.

### **FINDINGS AND CONCLUSIONS:**

As a political subdivision of the State of Florida, the City of Ocala qualifies as an eligible user of both Sourcewell and Omnia cooperative purchasing agreements. Sourcewell Agreement 040920-UFC was competitively solicited and awarded to UniFirst on June 18, 2020 for an initial term of four years. It's most recent amendment, awarded July 19, 2023, extends the contract term through May 22, 2025. Omnia Agreement R-BB-19002 was competitively solicited and awarded to Cintas on December 13, 2018 for an

initial term of five years. Its most recent amendment, awarded December 14, 2022, extends the contract term through October 31, 2027.

Since contract inception, uniform services under Contract No.: COO/200511 have totaled \$204,461.66. Taking into consideration past annual usage citywide, Procurement staff projects that the City will expend \$296,000 to cover current and anticipated uniform service usage through the end of the contract term.

Staff recommends approval to extend the use of Sourcewell Cooperative Purchasing Agreement No. 040920-UFC and Omnia's PWCS's Cooperative Purchasing Agreement No. R-BB-19002 for uniform purchases through October 31, 2027.

Funding for these purchases is budgeted in the utilizing departments' expenditure accounts.

**FISCAL IMPACT:**

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

**PROCUREMENT REVIEW:**

The procurement of goods and services under these Agreements have been made in compliance with the City's Procurement Policy.

**LEGAL REVIEW:**

This Agreement will be reviewed and approved for form and legality by City Attorney, William E. Sexton.

**ALTERNATIVE:**

- Approve with Changes
- Table
- Deny