



## Cover Memorandum/Staff Report

File #: 21-049

Agenda Date: 2/9/2021

Item #: 6.I.1.

**TO:** Mayor and Commissioners  
**FROM:** Samuel R. Metott, C.P.R.E., Director of Parks & Recreation  
**THROUGH:** Jennifer Alvarez, Interim City Manager  
**DATE:** February 9, 2021

APPROVAL OF RESOLUTION NO. 02-21 TO AWARD AN AGREEMENT WITH UNIFIRST CORPORATION; TO PROVIDE UNIFORMS WITH RELATED PRODUCTS AND SERVICES, UTILIZING SOURCEWELL, A STATE OF MINNESOTA LOCAL GOVERNMENT AGREEMENT NO. 040920 - \$461,480

### **Recommended Action:**

Motion to approve Resolution No. 02-21 to award an Agreement with UniFirst Corporation for the purchase of uniforms with related products and services in the estimated amount of \$461,480 through May 24, 2024, of which \$115,370 is budgeted for FY2021, utilizing Sourcewell Solicitation No. 040920, a State of Minnesota local government agency and service cooperative, and authorize the City Manager to approve renewal options, in the amounts below, contingent on appropriations of funds.

### **Background:**

In accordance with Solicitation No. RFP #040920, Sourcewell, entered into a four (4) year agreement with UniFirst Corporation effective June 18, 2020 to May 24, 2024, with the option to renew for one (1) additional term of (1) one-year upon Sourcewell discretion.

On January 5, 2015, the City entered into a three-year agreement with UniFirst Corp. thru January 05, 2021. In accordance with the City of Delray Beach's Purchasing Policies and Procedures, the City Manager or designee extended the Agreement through March 16, 2021, to ensure a continuity of deliverables and services required.

UniFirst is one of North America's largest workwear and textile service companies, providing manages uniform, protective clothing, and custom corporate image apparel programs to businesses in diverse industries. Unifirst Corporation provides uniform services to a number of departments throughout the City.

Utilizing the contracted pricing for uniforms with the related products and services will streamline the purchasing process and increase operations efficiency. Additionally, cost savings will also be realized by leveraging the volume discounted pricing offered in the agreement.

Should the City exercise the renewal options provided in the Agreement, the cumulative Agreement value is provided below.

|                          |
|--------------------------|
| Estimated Contract Value |
|--------------------------|

|  |                             |                  |
|--|-----------------------------|------------------|
| Contract Term                          | Upon full execution - May 2 | \$461,480        |
| Renewal Term 1                         | May 25, 2024 - May 24, 20   | \$115,370        |
| <b>Total Estimated Contract Value:</b> |                             | <b>\$576,850</b> |

| <b>Estimated Annual Department Allocations</b> |                  |
|--|------------------|
| Parks & Recreations                            | \$40,000         |
| Finance UTB                                    | \$1,150          |
| Police   | \$2,500          |
| Fire   | \$8,270          |
| Utilities                                      | \$39,100         |
| Fleet  | \$5,000          |
| Neighborhood & Community Services              | \$2,400          |
| Public Works                                   | \$16,950         |
| <b>Total Estimated Department Allocations</b>  | <b>\$115,370</b> |
| <b>Total Estimated Contract Value</b>          | <b>\$576,850</b> |

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required and Purchasing Policies, Accessing Contracts from Other Government Agencies and Not-for-Profit Organizations.

#### **Attachments**

1. Agreement
2. Legal Review Checklist
3. Contract No. 040920
4. 2016-026 Uniform and Flat Supplies Rental Services 120-Day Extension

#### **City Attorney Review:**

Approved as to form and legal sufficiency.

#### **Funding Source/Financial Impact**

Funding is available from various department Uniforms/Linen Service accounts:

| <b>Fire</b>                                  | <b>Finance UTB</b>   |
|--|----------------------|
| 001-22-150-526.52-20                         | 441-36-050-536.52.33 |
| 001-22-190-522.52-20                         |                      |
|  |                      |
| <b>Neighborhood &amp; Community Services</b> | <b>Fleet</b>         |
| 001-24-230-519.52.33                         | 501-43-000-549.52-33 |
|  |                      |
| <b>Parks and Recreation</b>                  | <b>Utilities</b>     |
| 001-72-738-572.52-33                         | 441-36-000-536.52-33 |
| 001-39-000-539.52-33                         | 441-36-250-536.52-33 |

|                      |                      |
|----------------------|----------------------|
| 001-72-735-572.52-33 | 441-36-256-536.52-33 |
| 001-72-736-572.52-33 | 441-36-257-536.52-33 |
| 001-72-734-572.52-33 | 441-36-259-536.52-33 |
| 119-72-730-572.52-33 | 441-36-270-536.52-33 |
|                      | 441-36-283-536.52-33 |
|                      |                      |
| <b>Police</b>        |                      |
| 001-21-110-521.34-15 |                      |
|                      |                      |
| <b>Public Works</b>  |                      |
| 001-41-310-541.52-33 |                      |
| 001-41-320-541.52-33 |                      |
| 001-41-350-519.52-33 |                      |
| 001-42-000-519.52-33 |                      |
| 001-42-361-519.52-33 |                      |
| 448-38-380-538.52-33 |                      |
| 501-43-000-549.52-33 |                      |

**Time of Request:**

This request is not time sensitive.