



Legislation Text

File #: 21-049, Version: 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
Total Estimated Contract Value:		\$576,850

Estimated Annual Department Allocations	
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
Total Estimated Department Allocations	\$115,370
Total Estimated Contract Value	\$576,850

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:

Fire	Finance UTB
001-22-150-526.52-20	441-36-050-536.52.33
001-22-190-522.52-20	
Neighborhood & Community Services	Fleet
001-24-230-519.52.33	501-43-000-549.52-33
Parks and Recreation	Utilities
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
Police	
001-21-110-521.34-15	
Public Works	
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.