



## REPORT TO CITY COUNCIL

**To:** Honorable Mayor and Members of the City Council

**From:** Jason Simpson, City Manager

**Prepared by:** Rick De Santiago, Public Works Manager

**Date:** April 22, 2025

**Subject:** Agreement with UniFirst for Employee Uniforms, Shop Towels, and Logo Mat Services

### **Recommendation**

Approve and authorize the City Manager to execute an Agreement with UniFirst for Employee Uniforms, Shop Towels, and Logo Mat Services for an amount not to exceed \$25,795.64 per Fiscal Year in such final form approved by the City Attorney and authorize the City Manager to execute change orders not to exceed a 10% contingency of \$2,579.00 for unanticipated costs.

### **Background**

The Public Works Department provides uniform services to employees. The City has contracted with UniFirst to provide employee uniform rental services, shop towels, and entry floor mats. UniFirst will supply and maintain high-quality uniforms tailored to our workforce, ensuring a professional appearance while offering a range of durable shop towels for various operational needs. Additionally, UniFirst will provide entry-floor mats designed to enhance safety and cleanliness within our facilities.

### **Discussion**

This agreement will provide weekly services to City Facilities and 33 Public Works Operations Staff.

### **Field Workers**

- Airflow Shirts 11 each (\$148.50 weekly)
- Work Pants 11 each (\$145.53 weekly)
- Polos 2 each (\$8.64)

**Supervisors/Leads**

- Polos 11 each (\$10.56 weekly)
- Jeans 11 each (\$24.42 weekly)

**Facilities**

- (6) 3x5 Logo Mats (\$21.00 weekly)
- 200 Shop Towels (\$12.00 weekly)
- Ongoing Prep (\$31.20 weekly)
- Ongoing Emblem (\$11.88 weekly)
- Garment Maintenance (\$66.00 weekly)
- Delivery/Fuel (\$14.00 weekly)

This figure considers the quality of the products and the customization required to meet our branding standards.

UniFirst has been competitively bid and priced on Sourcwell, contract number #011124-UFC, with an expiration date of March 25, 2028. Sourcwell was created by state law as a service cooperative to provide programs and services to members of education and government. Sourcwell was established with the statutory purpose of assisting members in meeting specific needs that are more efficiently delivered cooperatively than by an individual entity. Sourcwell is authorized to establish competitively awarded cooperative purchasing contracts for itself and its member agencies. Sourcwell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcwell cooperative purchasing contracts are made available through the joint exercise of powers law to member agencies. Member agencies include all eligible government, education, and non-profit agencies nationwide and in Canada.

**Fiscal Impact**

The funding is available in the FY2024-25 Operating Budget.

**Attachments**

Attachment 1 -Agreement  
Exhibit A - Proposal

Public Works