TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT: ADMINISTRATIVE SERVICES

DATE: SEPTEMBER 25, 2006 CMR: 333:06

SUBJECT: APPROVAL OF CONTRACT WITH PRUDENTIAL OVERALL SUPPLY IN THE AMOUNT OF $140,000 FOR UNIFORM RENTAL SERVICES

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the City Manager or designee to execute the attached contract with Prudential Overall Supply in an amount not to exceed $140,000, from September 1, 2006 to June 30, 2007, for uniform rental services.

2. Authorize the City Manager or designee to exercise the option to renew the contract for the (second and/or third year) provided the contractor is responsive to the City's needs and the quality of the contractor's work is acceptable during the first year of the contract.

DISCUSSION
Scope of Services Description
The scope of work to be performed under the contract is for the rental of work uniforms for various City departments. Services include laundering and repair of uniforms and rental of items such as mops, shop towels, and mats. Please see the Agreement for the complete scope of services.

Summary of Solicitation Process

<table>
<thead>
<tr>
<th>Uniform Rental Services</th>
<th>Proposal Number FAC001DM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Length of Agreement</td>
<td>36 months</td>
</tr>
<tr>
<td>Number of Proposals Mailed</td>
<td>6</td>
</tr>
<tr>
<td>Total Days to Respond to Proposal</td>
<td>21 days</td>
</tr>
<tr>
<td>Number of Proposals Received:</td>
<td>3</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Company Name</th>
<th>Location (City, State)</th>
<th>Selected for oral interview?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prudential</td>
<td>Milpitas, CA</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Cintas</td>
<td>South San Francisco, CA</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Aramark</td>
<td>South San Francisco, CA</td>
<td>Yes</td>
</tr>
</tbody>
</table>
An evaluation committee consisting of staff from Utilities, Public Works, Administrative Services and Community Services reviewed the proposals. Three firms were invited to participate in oral interviews. The committee carefully reviewed each firm's qualifications and submittal in response to the criteria identified in the RFP, as follows: experience of the firm and its account representatives, qualifications and availability of staff to be assigned to the City’s account, proposal quality and completeness, and proposed fee relative to services provided.

Prudential Overall Supply was selected because of its streamlined and efficient operations, close proximity to the City, inventory availability, process for resolving problems, and the experience of its staff in working with the City of Palo Alto.

**RESOURCE IMPACT**

Funding for this agreement is provided in the 2006-07 Budget. Individual blanket orders will be established with the following departments utilizing the terms in this agreement: Utilities Water-Gas-Wastewater $30,000; Public Works Water Quality Control Plant $22,000; Public Works Operations $20,000; Public Works Equipment Management $15,000; Community Services Parks $7,890; Community Services Cubberley $4,000; Community Services Golf $3,300; Administrative Services Print Shop $1,500; Community Services Lucie Stern Community Center $600; Administrative Services Stores $500. The individual blanket orders to be established total $104,790, and may be increased up to a total amount of $140,000 as the year progresses.

**POLICY IMPLICATIONS**

This recommendation is consistent with current City policies.

**ENVIRONMENTAL REVIEW**

This is not a project under the California Environmental Quality Act (CEQA).

**ATTACHMENTS**

Attachment A: Agreement.

**PREPARED BY:**

DEMETRIA MARROW
Buyer
DEPARTMENT HEAD:

CARL YEATS
Director of Administrative Services

CITY MANAGER APPROVAL:

EMILY HARRISON
Assistant City Manager