

THE CITY OF DAYTONA BEACH
OFFICE OF THE PURCHASING AGENT

Post Office Box 2451
Daytona Beach, Florida 32115-2451

Phone (386) 671-8080
Fax (386) 671-8085

DATE: November 22, 2017

MEMO TO: James Chisholm
City Manager

FROM: Kirk Zimmerman, Buyer *KZ*

THROUGH Patricia Bliss
Chief Financial Officer *P. Bliss*

SUBJECT: Resolution to Authorize Expenditures for the Rental of Uniforms and Floor Mats for City Staff on an As-Needed Basis from Cintas Corp.

REQUEST

The Purchasing Division, on behalf of the Public Works, Administrative Services, and Finance Departments, requests a Resolution to accept amendment to renew and reduce unit pricing and approve expenditures for the rental and servicing of employee uniforms and floor mats on an as-needed basis pursuant to the terms and conditions of the Cooperative Contract 12-JLH-011 awarded by the Hartford County Public Schools, Maryland to Cintas Corporation. The renewal contract term is 2 years with a second 2 year option available. The annual cost is not to exceed \$45,485.23 and the total cost for the two year contract is not to exceed \$90,970.46 which includes an allowance for lost and replacement of damaged uniforms. This is a cost savings of \$7,039.45 annually and \$14,078.90 over 2 years compared to the current contract. The City Manager shall be authorized to expend funds for uniform and floor mats in future fiscal years, and the City Manager and City Clerk authorized to execute all documents as needed to participate in the Cooperative Contract and authorize the City Manager to execute any future renewals.

PURPOSE

This expenditure of funds is needed to provide rental, laundering, and delivery of employee uniforms and rental of floor mats in the following divisions; Water/Wastewater, Stormwater, Facilities Maintenance, Fleet, Grounds Maintenance, Leisure Services, Streets, Traffic Engineering, and Meter Services pursuant to Hartford County Public Schools. Maryland Cooperative Contract 12-JHL-011 available to all public agencies nationwide through US Communities cooperative purchasing network.

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BACKGROUND

The Hartford County Public Schools, Maryland acted as lead agency in Cooperative Contract 12-JHL-011. The Cooperative Contract is made available to public agencies nationwide through US Communities cooperative purchasing network.

Services will be provided locally by Cintas Corp, 1844 Holsonback Dr., Daytona Beach, FL 32117. Unit prices under the City's contract are equal to or better than those in the Hartford County Public Schools/US Communities Contract. The contract will be utilized by the Public Works, Development Services, and Finance Departments.

FUNDING

Funds are available in various accounts of the General Fund, Water and Sewer Fund, Stormwater Fund, Fleet Maintenance Fund, and Facilities Property Maintenance Fund.

RECOMMENDATION

Recommend the City Commission adopt the resolution to authorize expenditures for the rental of uniforms and floor mats from Cintas Corporation on as as-needed basis with funds budgeted for this purpose.

ATTACHMENTS

Agenda Summary
Sufficiency of Funds
Power Point
Addendum to Facilities Solutions Agreement