



## AGENDA MEMORANDUM

Action Item for the City Council Meeting of August 18, 2020

**DATE:** August 18, 2020

**TO:** Peter Zaroni, City Manager

**FROM:** Kevin Norton, Director of Water Utilities  
[KevinN@cctexas.com](mailto:KevinN@cctexas.com)  
(361) 826-1874

Kim Baker, Director of Contracts and Procurement  
[KimB2@cctexas.com](mailto:KimB2@cctexas.com)  
(361) 826-3169

### Uniform Rentals for Utilities Department

#### **CAPTION:**

Motion authorizing a two-year service agreement with Cintas Corporation No. 2 of Corpus Christi, Texas in an amount not to exceed \$161,399.41, for uniform rentals for the Utilities Department, effective upon issuance of notice to proceed with FY2020 funding in an amount of \$10,000.00 available in the Wastewater Fund and \$10,300.00 available in the Water Fund.

#### **SUMMARY:**

This motion authorizes a two-year service agreement with Cintas Corporation No.2 through Sourcewell Cooperative, formerly known as U.S. Communities Cooperative. This two-year service agreement is replacing a contract with the same Contractor, Cintas Corporation No. 2 for uniform rentals for the Utilities Department field staff. The previous two-year contract was valued at \$130,027.64. The new contract increased by 24%, mainly due to increased pricing and quantities. The uniform rental contract allows the department to continue to furnish uniforms to field staff.

#### **BACKGROUND AND FINDINGS:**

This service agreement includes work pants, work shirts, and jackets for the Utilities Department field personnel. Each employee, including temporary employees, is provided with six pants, six shirts, and one jacket. Shirts and jackets are embroidered with the City logo and employee name. Under this lease rental option, employees launder their own work uniforms.

This procurement is through Sourcewell Cooperative, formerly known as U.S. Communities Cooperative. Contracts awarded through the Sourcewell Cooperative have been competitively procured and are in compliance with Texas local and state requirements.

### **ALTERNATIVES:**

An alternative is to not award this service agreement. However, uniforms maintain a consistent, professional image for our employees and are what our customers expect.

### **FISCAL IMPACT:**

The fiscal impact for the Utilities Department in FY 2020 is \$20,300.00 for this two-year service agreement with FY 2020 funding in the amount of \$10,000.00 available in the Wastewater Fund and \$10,300.00 available in the Water Fund. The remaining cost of \$141,099.41 will be budgeted in future years through the annual budget process.

### **FUNDING DETAIL:**

Fund:	4200 Wastewater
Organization/Activity:	33100 Broadway Wastewater Plant
Mission Element:	064 Treat Wastewater
Project # <b>(CIP Only)</b> :	N/A
Account:	530150 Uniform Rentals
Cost:	\$3,300.00

Fund:	4200 Wastewater
Organization/Activity:	33120 Greenwood Wastewater Plant
Mission Element:	064 Treat Wastewater
Project # <b>(CIP Only)</b> :	N/A
Account:	530150 Uniform Rentals
Cost:	\$3,600.00

Fund:	4200 Wastewater
Organization/Activity:	33130 Allison Wastewater Plant
Mission Element:	064 Treat Wastewater
Project # <b>(CIP Only)</b> :	N/A
Account:	530150 Uniform Rentals
Cost:	\$3,100.00

Fund:	4010 Water
Organization/Activity:	31010 Stevens Filter Plant
Mission Element:	062 Treat Water
Project # <b>(CIP Only)</b> :	N/A
Account:	530150 Uniform Rentals
Cost:	\$3,500.00

Fund: 4010 Water  
Organization/Activity: 31510 Maintenance of Water Meters  
Mission Element: 041 Distribute Water  
Project # **(CIP Only)**: N/A  
Account: 530150 Uniform Rentals  
Cost: \$3,200.00

Fund: 4010 Water  
Organization/Activity: 31520 Treated Water Delivery System  
Mission Element: 041 Distribute Water  
Project # **(CIP Only)**: N/A  
Account: 530150 Uniform Rentals  
Cost: \$3,600.00

**RECOMMENDATION:**

Staff recommends approval of this motion authorizing a two-year Service Agreement with Cintas Corporation No. 2 for Uniform Rentals for the Utilities Department.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Price List