

**TO:** Andrew P. Powers, City Manager

**FROM:** Jaime Boscarino, Finance Director

**DATE:** June 18, 2024

**SUBJECT:** Citywide Uniform Contract Amendment

**RECOMMENDATION:**

1. Approve First Amendment to “piggyback” Contract No. 13139-2022 with Cintas Corporation (Mason, OH) for uniforms, other related rental items, and laundry services to increase the annual not-to-exceed amount in the amount of \$15,000 annually for a total not-to-exceed amount of \$85,000 annually.
2. Authorize expenditure of a not-to-exceed amount of \$85,000 annually from various department accounts.
3. Find that this action is not a project as defined under the California Environmental Quality Act (CEQA).

**LEVINE ACT ITEM: No**

**FINANCIAL IMPACT:**

**No Additional Funding Requested.** \$85,000 is included in the Adopted FY 2023-24 and FY 2024-25 Operating Budget. Budget for the remaining contract term will be requested during the upcoming biennial budget process.

**BACKGROUND:**

The City employs approximately 130 employees who wear a City-issued uniform. The type of uniforms provided can range from a complete set (pants and shirts) to shirts or pants only, depending on the duties of the employee. Other uniform items are based on employee duties such as coveralls, fire-resistant clothing, and lab coats. In addition, a portion of the contract cost is for other rental items such as floor mats and towels.

A positive first impression to the public is critical, which begins with the appropriate

**Citywide Uniform Contract Amendment**  
**June 18, 2024**  
**Page 2**

uniform. A uniform program ensures the City's brand image is accurately portrayed. Uniforms also provide ease of identification, demonstrate confidence and competence, and reinforce trust, credibility, and attentiveness to City residents.

On October 25, 2022, City Council approved a "piggyback" agreement using the Prince William County Public Schools, VA uniform contract through Omnia Partners with award to Cintas Corporation (Mason, OH) for uniforms, other related rental items, and laundry services. The agreement term was for a three-year period, beginning December 1, 2022, through October 31, 2025, with an option to renew for one additional two-year period through October 31, 2027, with an annual not-to-exceed amount of \$70,000 (Attachment #1). Pursuant to Thousand Oaks Municipal Code (TOMC) Section 3-10.203(b), the City may "piggyback" onto, or join, an existing written purchase contract obtained through a competitive bidding process prepared and awarded by another local, state, or federal government agency.

**DISCUSSION/ANALYSIS:**

An adjustment to the annual not-to-exceed amount is needed due to the increase in rental costs for the uniforms and the facilities products. The master contract with the Prince William County Public Schools and Cintas Corporation had two contract amendments that increased the price for the uniform and facilities product rentals. On December 14, 2022, Contract Amendment No. 10 increased the pricing 7.7 percent for contracted items effective January 15, 2023, and also renewed the contract through October 31, 2027 (Attachment #2). On December 1, 2023, Contract Amendment No. 11 increased the pricing 3.2 percent for contracted items effective February 1, 2024 (Attachment #3). As the City's uniform contract is a "piggyback" agreement and abides by the pricing structures of the master agreement, the pricing for these items increased.

In addition, the total annual costs for the uniforms and facilities products will be increasing due to the option for Public Works field staff to exchange their current uniform shirts for lighter weight, more breathable summer-type shirts to help prevent heat illness during the summer months. For each shirt that is exchanged, there is a one-time fee of \$7.50 to pay for the embroidered logo and name tag. An estimated number of 276 shirts will be exchanged, which will be an additional \$2,070.

Due to the price increases and the exchange of staff shirts, an additional \$15,000 annually is requested to be added to the agreement, for a revised annual total not-to-exceed amount of \$85,000 (Attachment #4).

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goal:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

**PREPARED BY:** Grace Ng, Purchasing Supervisor

**Attachments:**

- Attachment #1 – Cintas Facilities Solutions Agreement
- Attachment #2 – Prince William County Public Schools Master Contract Amendment No. 10
- Attachment #3 – Prince William County Public Schools Master Contract Amendment No. 11
- Attachment #4 – First Amendment to Cintas/Omnia Facilities Solutions Agreement