

# Mayor and Council Communication

**DATE:** 06/28/22

**M&C FILE NUMBER:** M&C 22-0505

**LOG NAME:** 13P ITB 22-0128 STANDARD WORKWEAR ADK WATER

**SUBJECT**

(ALL) Authorize Purchase Agreement with Cintas Corporation in an Annual Amount Up to \$470,000.00 for Standard Workwear and Authorize Four One-Year Renewals with a 25 Percent Increase Each Year for Renewal Years One Through Four for City Departments

**RECOMMENDATION:**

It is recommended that the City Council authorize a purchase agreement with Cintas Corporation in an annual amount up to \$470,000.00 for standard workwear and authorize four one-year renewals with a 25 percent increase each year for renewal years one through four for City Departments.

**DISCUSSION:**

Multiple City Departments, approached the Purchasing division to procure an agreement for standard workwear. The Purchasing Division issued an Invitation to Bid (ITB) 22-0128. The bid detailed specifications describing the types of workwear each department required.

The ITB was advertised in the *Fort Worth Star-Telegram* on Wednesdays from April 27, 2022 through May 18, 2022 and two (2) responses were received. Staff evaluated the responses based on the lowest responsible bidder and compliance with a 5% Business Equity Goal.

Upon review of both criteria, it was determined that Cintas Corporation was in compliance with both the Business Equity Goal and requirements as set forth in the bid, whereas, Centex Uniform Sales, Inc., was not in compliance with the Business Equity requirements. Therefore, Centex Uniform Sales, Inc. was deemed as non-responsive.

Furthermore, this M&C will accommodate for a 25% increase for each renewal year after the initial year as follows:

Renewal Year	Amount
1	\$587,500.00
2	\$734,375.00
3	\$917,968.75
4	\$1,147,467.00

**FUNDING:** The maximum annual amount allowed under this agreement will be \$470,000.00, however the actual amount used will be based on the need of the department and the available budget.

Funding is budgeted in the Water Department's rollup within the Water & Sewer Fund, Aviation Department's rollup with the Municipal Airport Fund, TPW Department rollup within the Stormwater Utility Fund and the Capital Projects Service Fund, Culture and Tourism Department's rollup within the Culture and Tourism Fund, Property Management Department's rollup within the Fleet & Equipment Fund and in the Development Services Department, Municipal Court Department, TPW Department and Neighborhood Services Department's rollups within the General Fund.

**BUSINESS EQUITY - CINTAS** is in compliance with the City's Business Equity Ordinance by submission of the prime contractor waiver form. The City's Business Equity goal on this project is 5%.

**AGREEMENT TERMS:** Upon City Council approval, the agreement will begin upon execution and will end one year from that date.

**RENEWAL OPTIONS:** This agreement may be renewed for up to (4) four one-year terms at the City's option. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

**ADMINISTRATIVE CHANGE ORDER:** An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

A Form 1295 is not required because: This contract will be with a publicly-traded business entity or a wholly-owned subsidiary of a publicly-traded business entity: Cintas Corporation

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and award of the agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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Expedited