



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager **DATE:** August 22, 2022

**SUBJECT:** Authorize the City Manager to execute a contract with Unifirst Corp. for the rental of uniforms, industrial mats, supplies and accessories through BuyBoard Contract Number 670-22 for an amount not to exceed \$135,000 in total for the remaining contract period of three years.

**PRESENTER:** Mark Mills, Director of Finance

### **SUMMARY:**

The City Council is requested to consider authorizing the City Manager to enter into a contract with Unifirst Corp. for the rental of uniforms, industrial mats, supplies and accessories through BuyBoard Contract Number 670-22. The contract term runs through May 31, 2023 with two (2) one-year renewal options thereafter. The annual amount is not to exceed \$45,000 for each year of the contract.

### **GENERAL DESCRIPTION:**

For Fiscal Year 2021-2022 ("FY22"), departments citywide have utilized the Unifirst Corp. BuyBoard Purchasing Cooperative Program Contract Number 670-22 for the rental of uniforms, industrial mats, supplies and accessories. By participating in the BuyBoard program, the city is meeting all state competitive bidding requirements for this purchase. As part of the FY22 budget process, City Council approved funding for these rentals. Because the year-to-date expenditures and the two (2) one-year renewals with Unifirst Corp. will reach levels that exceed \$50,000, staff is required to seek Council's approval for further purchases with this vendor.

As long as funds are appropriated in the city's annual budget each year, North Richland Hills would be able to take advantage of the available pricing for the current contract year, as well as the two (2) one-year renewals. As long as the terms and conditions of the contract do not change, the remaining renewal will not require additional City Council approval.

### **RECOMMENDATION:**

Authorize the City Manager to enter into a contract with Unifirst Corp., for the rental of uniforms, industrial mats, supplies and accessories through BuyBoard Contract Number 670-22 for an amount not to exceed \$135,000 in total for the remaining contract period of three years.