NRH
NORTH RICHLAND HILLS

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager   **DATE:** August 28, 2025

SUBJECT: Authorize the execution of Amendment No. 1 to the Cooperative Purchase Customer Agreement with Unifirst Corp. for the rental and purchase of uniforms, industrial mats, supplies and accessories through BuyBoard Contract Number 773-25 for a cumulative amount not to exceed $150,000 through fiscal year 2028.

PRESENTER: Trudy J. Lewis, Assistant City Manager

SUMMARY:

Staff requests City Council to consider approving the rental and purchase of uniforms, industrial mats, supplies and accessories provided by Unifirst Corp. through BuyBoard Contract Number 773-25 in a cumulative amount is not to exceed $150,000 through fiscal year 2028.

GENERAL DESCRIPTION:

Departments citywide have utilized the Unifirst Corp. BuyBoard Purchasing Cooperative Program Contract Number 773-25 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.

For purchases under this agreement, each department is quoted by the vendor for supplies and equipment depending on need. Because the expenditures with Unifirst Corp. will 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 renewals will not require additional City Council approval.

RECOMMENDATION:
Authorize the execution of Amendment No. 1 to the Cooperative Purchase Customer Agreement with Unifirst Corp. for the rental and purchase of uniforms, industrial mats, supplies and accessories through BuyBoard Contract Number 773-25 for a cumulative amount not to exceed $150,000 through fiscal year 2028.