

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** September 14, 2020

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 587-19, for an amount not to exceed \$90,000 in total for the remaining contract period of two 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 587-19. The contract term runs through May 21, 2021 with one renewal option thereafter. The annual amount is not to exceed \$45,000 for each year of the contract.

GENERAL DESCRIPTION:

For FY19-20, citywide departments have utilized Unifirst Corp.'s BuyBoard Purchasing Cooperative Program Contract Number 587-19 for the purchase of 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 FY19-20 budget process, City Council approved the funding for the purchase of the rental of uniforms, industrial mats, supplies and accessories. Because the year-to-date expenditures and the one-year renewal 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 one-year renewal. As long as the terms and conditions of the contract do not change, and the BuyBoard contract is renewed through the 2022 term, 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 587-19 for an amount not to exceed \$90,000 in total for the remaining contract period of two years.