



## Legislation Text

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File #: 20-1063, Version: 1

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### **CITY MANAGER AUTHORITY PROCUREMENT AWARDS**

#### **ACTION REQUESTED:**

Approve the award of Change Order #2 to Contract 17-001, Uniform Rentals, to Cintas for an additional amount not to exceed \$2,000 and a total award of \$246,070

**DEPARTMENT:** Electric Utility

**SUBMITTED BY:** Lucille Podlesny, Director

#### **BACKGROUND:**

The City Council awarded Contract 17-001 to Cintas in November 2017 for a three-year term from March 1, 2018 to February 28, 2021, with one, two-year option to extend. The City provides uniforms to various employees in the Department of Public Works, Electric Utility and Water Utilities primarily as required in the labor contracts. The uniforms provide an easily recognized form of identification for the employees, which serves to reassure the residents when City employees are encountered in their neighborhood.

The uniforms also serve as a safety and sanitation device for City employees. The uniform rental contract includes weekly laundering. The commercial laundry can use stronger detergents and hotter water than typical home laundry. This produces a greater anti-bacterial cleaning effort when employees have come in contact with bacteria laden soil. The Electric Utility and the Water Utilities further enhance employee safety by providing flame resistant uniforms. Electrical linemen are required by OSHA 1910.269 and ASTM F1506 to wear flame resistant uniforms.

#### **DISCUSSION:**

This change order is requested to add the Cintas Advantage Program coverage to the uniform contract for Electric Utility uniforms only. This recent offering from Cintas is an insurance program for the uniform items. When articles of clothing are damaged beyond repair from working in the field, Cintas charges almost full price to replace the garment which many times includes sewing on new emblems.

This program is divided into 3 parts, Uniform, Prep and Emblem. The Uniform Advantage covers the actual shirt or pants for costs to replace the item when it can no longer be repaired and maintain its flame resistant properties. The Prep Advantage covers the cost to obtain and prepare the clothing item for issue to the city employee. The Emblem Advantage covers the cost to attach the uniform Naperville insignia and employee name to the uniform shirt. As the uniforms age (new in 2018 when the Cintas contract started), the replacement costs have been trending up. The most recent weekly bill included an additional cost of \$140 for replacements.

The Electric Utility requests adding all three Advantage coverages to its portion of the Cintas contract

for the remainder of the current term at an estimated \$1,902 for 20 weeks. The cost to replace garments will be eliminated with the addition of the Advantage program.

**FISCAL IMPACT:**

CIP#: N/A

Uniform rentals are expensed to the Laundry Service account listed below. A total of \$70,000 was budgeted for uniforms in the Electric Utility in 2020. The requested change order is within the budgeted amount for this expense.

Account Number	Fund Description	Total Budget Amount
40271300 531306	Electric Utility	\$70,000