



## DEPARTMENT OF PUBLIC WORKS

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To: Eric Wobser, City Manager

From: Aaron M. Klein, P.E.

Date: December 1, 2021

Subject: **Commission Agenda Item – Uniform Rental & Cleaning Contract for 2/1/22 – 1/31/26**

**ITEM FOR CONSIDERATION:** Legislation to enter into a contract with Cintas Corporation of Sandusky, Ohio for the supply and cleaning of uniforms for a period of February 1, 2022 through January 31, 2026.

**BACKGROUND INFORMATION:** Solicitation for bids were issued throughout the month of November requesting vendors to submit pricing for the supply of uniforms and cleaning services for non-safety service divisions. Bids were accepted on Tuesday, November 30<sup>th</sup> with Cintas Corporation of Sandusky, Ohio being the only bidder, with the following price structure;

Contract Term Period	Per Person Weekly	Annual DNE
2/1/22 - 1/31/23	\$3.74	\$19,448.00
2/1/23 - 1/31/24	\$3.96	\$20,592.00
2/1/24 - 1/31/25	\$4.18	\$21,736.00
2/1/25 - 1/31/26	\$4.40	\$22,880.00

Based upon criteria in the bid documents and prior positive experience with Cintas Corporation, it has been determined that Cintas Corporation is the lowest and best bidder.

The uniforms being provided to staff consist of long and short sleeve shirts and choice of cargo or straight legged pants. Uniforms shall be laundered weekly by the vendor and replaced as needed due to wear and tear. All shirts come with a pocket and “City of Sandusky” colored emblem.

**BUDGETARY INFORMATION:** The total expenditure for the supply and cleaning of uniforms for a four year contract period shall not exceed \$84,656.00 (annual breakdown detailed above), based on the assumption all Divisions are fully staffed and receiving full uniform service. Funds expended for these services are allocated out of each respective Divisions annual operational and maintenance budgets.

**ACTION REQUESTED:** It is recommended that proper legislation be prepared to enter into a contract with Cintas Corporation of Sandusky, Ohio for the supply and cleaning of uniforms for a period starting February 1, 2022 and ending January 31, 2026, in an amount not to exceed \$84,656.00 for a four year period be approved and that the necessary legislation be passed under suspension of the rules and in accordance with Section 14 of the City Charter to allow for ample time to execute contract prior to commencing date of February 1, 2022.

I concur with this recommendation:

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Eric Wobser  
City Manager

cc: Commission Clerk; M. Reeder, Finance Director; B. Heil, Law Director

## CERTIFICATE OF FUNDS

In the Matter of: CINTAS- Uniform and Cleaning Contract

IT IS HEREBY CERTIFIED that the moneys required to meet the obligations of the City of Sandusky under the foregoing Contract have been lawfully appropriated for such purposes and are in the treasury of the City of Sandusky or are in the process of collection to an appropriate fund, free from any previous encumbrances. This certificate is given compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Account # 110, 216, 612 & 613

By: 

Michelle Reeder

Finance Director

Dated: 12/8/2021

**ORDINANCE NO. 21-193**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO A FOUR (4) YEAR CONTRACT WITH CINTAS CORPORATION OF SANDUSKY, OHIO, FOR THE SUPPLY AND SERVICE OF UNIFORMS FOR CITY PERSONNEL FOR THE PERIOD OF FEBRUARY 1, 2022, THROUGH JANUARY 31, 2026; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, in accordance with the current AFSCME labor agreement, the City is required to provide uniforms to certain employees; and

**WHEREAS**, upon public competitive bidding as required by law, one (1) appropriate bid was received and the bid from Cintas Corporation of Sandusky, Ohio, was determined to be the lowest and best bid; and

**WHEREAS**, Cintas Corporation is the current uniform supplier for AFSCME employees and their proposed bid for the period of February 1, 2022, through January 31, 2026, is summarized below and funds for the payment of this supply and service are routinely included in the operating budgets of the appropriate City departments; and

<b>Contract Term Period</b>	<b>Per Person Weekly</b>	<b>Annual</b>
2/1/22 - 1/31/23	\$3.74	\$19,448.00
2/1/23 - 1/31/24	\$3.96	\$20,592.00
2/1/24 - 1/31/25	\$4.18	\$21,736.00
2/1/25 - 1/31/26	\$4.40	\$22,880.00
		<b>\$84,656.00</b>

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter to allow for contract execution in a timely manner and prior to the commencing date of February 1, 2022; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Department of Public Works, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is hereby authorized and directed to enter into a four (4) year contract with Cintas Corporation of Sandusky, Ohio, for the supply and service of uniforms for City personnel for at an amount not to exceed: \$19,448.00 for the period of February 1, 2022, through January 31, 2023; \$20,592.00 for the period of February 1, 2023, through January 31, 2024; \$21,736.00 for the period of

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February 1, 2024, through January 31, 2025; and \$22,880.00 for the period of February 1, 2025, through January 31, 2026; for a total amount **not to exceed** Eighty Four Thousand Six Hundred Fifty Six and 00/100 Dollars (\$84,656.00), consistent with the bid submitted by Cintas Corporation of Sandusky, Ohio, currently on file in the office of the Director of Public Works.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.



RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION



ATTEST:

CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: December 13, 2021