



# CITY OF SAN MATEO

City Hall  
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[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 12

Section Name: {{section.name}}

Account Number: 82-4681

File ID: {{item.tracking\_number}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Finance Department  
**MEETING DATE:** June 20, 2022  
**SUBJECT:**  
Uniform Maintenance Services – Agreement Change Order

### RECOMMENDATION:

Adopt a Resolution to approve an alternative purchasing procedure and approve Change Order No. 1 to the agreement with Cintas Inc. for the purpose of uniform maintenance services in the amount of \$20,000.01, for a new agreement amount not to exceed \$120,000.00.

### BACKGROUND:

The City has a current agreement with Cintas, Inc. (Cintas) for uniform maintenance services. Originally, the City piggybacked on an existing agreement between Prince William County Public Schools and Cintas Inc. through OMNIA Partners, a cooperative purchasing organization, in February 2021 to provide uniform maintenance services for the Public Works and Parks & Recreation Departments. The City has received uniform maintenance services from Cintas since fiscal year 2011-12. The annual agreement amount has generally been within the City Manager's level of agreement authority, which is an amount not to exceed \$100,000.00. However, year to date, the City has paid Cintas \$96,307.51. Based on service use trends to date, the City estimates an additional \$20,000.01 in agreement authority is needed for the remainder of fiscal year 2021-22. In the prior two fiscal years, the City has seen an increase in costs, and paid Cintas \$104,554 and \$101,788, respectively. Costs for the current year have increased due to credit memos from the vendor that had been applied in previous fiscal years.

Pursuant to San Mateo Municipal Code section 3.60.070(h)(3), the City may use any purchasing procedures approved by the City Council if the City Council makes a finding concurrent with the award of the agreement that the procedures are in the best interest of the City. Purchasing cooperative organizations such as OMNIA Partners offer competitively priced contracts for goods and services, avoids the administrative burden of completing a request for proposals process, and assures competitive prices are received. Based on the above, staff recommends approval of Change Order No. 1 in the amount of \$20,000.01 to the City's current agreement with Cintas for a new agreement total not to exceed \$120,000.00.

### BUDGET IMPACT:

The Public Works and Parks & Recreation Departments are expected to be able to absorb the additional cost within their current budget authority. As such, no additional budget appropriations are needed.

### ENVIRONMENTAL DETERMINATION:

This change order is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Proposed Resolution

Att 2 – Change Order No. 1

Att 3 – Facilities Solutions Agreement

**STAFF CONTACT**

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