



# ADMINISTRATION COMMITTEE

Administration Building  
10844 Ellis Avenue  
Fountain Valley, CA 92708  
(714) 593-7433

## Agenda Report

**File #:** 2022-2115

**Agenda Date:** 2/9/2022

**Agenda Item No:** 5.

**FROM:** James D. Herberg, General Manager  
Originator: Rob Thompson, Assistant General Manager

**SUBJECT:**

**UNIFORM AND JANITORIAL ARTICLES RENTAL SERVICE**

**GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a service contract to Cintas Corporation to provide Uniform and Janitorial Articles Rental Service, Specification No. S-2021-1277BD, for a total amount not to exceed \$839,512 for the period beginning April 1, 2022, through March 31, 2025, with one (1) three-year renewal period option; and
- B. Approve a three-year contingency of \$83,951 (10%).

**BACKGROUND**

The purpose of this Service Contract is to provide uniform and janitorial articles rental and laundering services for employees at Orange County Sanitation District's (OC San) Plant Nos. 1 and 2. OC San staff involved in the collection and treatment of wastewater are provided uniforms to maintain a professional appearance, to satisfy OSHA safety requirements, and to protect the employees from exposure to contaminated and unpleasant materials. Uniforms are also required in accordance with OC San's Memorandums of Understanding.

**RELEVANT STANDARDS**

- Commitment to safety & reducing risk in all operations
- Provide a safe and collegial workplace

**PROBLEM**

The current uniform and janitorial articles rental Service Contract expires on March 31, 2022.

**PROPOSED SOLUTION**

Approve a uniform and janitorial articles rental Service Contract to Cintas Corporation for Specification No. S-2021-1277BD.

**TIMING CONCERNS**

The current service agreement for the Uniform and Janitorial Articles Rental Service expires on March 31, 2022.

**RAMIFICATIONS OF NOT TAKING ACTION**

Not approving a new Service Contract would result in higher cost uniform rental services at Plant Nos. 1 and 2.

**PRIOR COMMITTEE/BOARD ACTIONS**

N/A

**ADDITIONAL INFORMATION**

On September 10, 2021, OC San issued a Request for Proposal (RFP) via Planet Bids. The following evaluation criterion were described in the RFP and used to determine the most qualified vendor.

<b>CRITERION</b>	<b>WEIGHT</b>
1. Qualifications & Experience of Firm	20%
2. Proposed Staffing & Project Organization	15%
3. Work Plan	25%
4. Presentation/Interview	10%
5. Cost	30%

The RFP closed on October 13, 2021. OC San received responses from two vendors. One vendor withdrew their proposal the following day. The RFP evaluation team consisted of the Purchasing Supervisor, a Maintenance Superintendent, and the Safety and Health Supervisor. This RFP used the individual scoring method. The evaluation team first reviewed and scored the proposals based upon the first three criterion listed above.

<b>Rank</b>	<b>Proposer</b>	<b>Criterion 1 (Max 20%)</b>	<b>Criterion 2 (Max 15%)</b>	<b>Criterion 3 (Max 25%)</b>	<b>Subtotal Score (Max 60%)</b>
1	Cintas Corporation	20%	14%	20%	54%

The proposal was accompanied by a sealed cost proposal. No interviews were conducted.

<b>Proposer</b>	<b>ORIGINAL COST</b>	<b>BAFO</b>
Cintas Corporation	\$845,103	\$839,512

The BAFO proposed by Cintas Corporation results in a 14% savings, when comparing like items and services to OC San current costs. Based on these results, staff recommends that the Board approve the Uniform and Janitorial Articles Rental Service Contract with Cintas Corporation. The term of this Service Contract will begin April 1, 2022, through March 31, 2025, with one (1) three-year renewal period option.

**CEQA**

N/A

**FINANCIAL CONSIDERATIONS**

This request complies with authority levels of OC San's Purchasing Ordinance. This recommendation will be funded under the Repair and Maintenance line item for the Operations and Maintenance Department (Budget Update Fiscal Year 2019-20, Page 47). The available funding is sufficient for this action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
02/23/2022	\$839,512	\$83,951 (10%)

**ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

- Draft Service Contract