



**Meeting Date:** June 20, 2016

**Consent Docket Item:** 2-c

**Report No.:** SUA-16-31

**Department:** Stillwater Utilities Authority

**Subject:** Uniform Rental Service Contract Renewal

**Budget Impact:** Each division's approved budget includes an expenditure account for uniforms. No additional appropriations are necessary.

**Prior Council Action or Part of an Approved Project:** Yes      **Related Items:** [SUA-12-14 Uniform Rental Service Contract Bid Award](#)

**Alternatives:** In the past, uniforms have been both leased and purchased. After evaluating both alternatives, the rental program is the most efficient and cost effective way to provide the required uniforms to the non-public safety uniformed employees.

**Recommendation:** It is recommended that the Trustees approve a one year extension of Ameripride uniform rental service for the FY16/17 and authorize expenditures for uniform services up to the FY17 budget amount (original or revised) in each division that utilizes the uniform rental service.

**Prepared by:** Vernon Hall, Electric Distribution Superintendent

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**Background Information:** The employee manual states that uniforms will be provided for employees whose position has been identified as one that requires them to wear a uniform. Typically, employees in a job that causes clothing to become soiled on a regular basis or employees that are required to wear special safety clothing are required to wear a uniform. Safety uniforms are needed to protect employees working in traffic situations meeting the ANSI Class 2 standard and for the arc flash protection for high voltage line workers with a Hazard Rating Category Level 2.

The SUA contracts for uniform rental service for employees within six (6) divisions of the SUA. The original bid specifications are for the lease and maintenance of uniforms, shop towels and floor mats for the City of Stillwater and/or SUA. Although the original bid specification specifically included the required uniform service for eight (8) divisions of the SUA, any division or department of the City may utilize the uniform rental services.

The original bid award in 2012 included an option to extend the contract up to a total of 5 years. FY17 will be the 5<sup>th</sup> year of the contract. The unit prices submitted with the bid included no increase over the five year period. The total annual bid was \$95,074.88. Actual expenditures are dependent upon the quantity of uniforms leased by each division.