



# City of San Antonio

## Contract Summary Sheet

Date: 6/08/2023  
Agenda Item: 23-192030

**Name/Title (Caption as shown on agenda):**

**Annual Contract for Unifirst Work Uniform Rental & Laundry Service 6100016039 HH**

**Brief Description of Item(s) and Use:** This contract with Unifirst Corporation will provide a full-service work uniform rental and laundry service program to be utilized by approximately 400 City employees from various departments composed of trades, janitorial, maintenance, public works, management, and office staff. The uniform categories include custodial & maintenance, supervisory and trade related uniforms. The items in these categories include industrial pants, shorts, work shirts, woven commercial shirts, supervisory men/women shirts, smocks, lab coats, aprons, and lightweight, mid-heavy weight insulated outdoor, and coveralls. This contract does not include any type of footwear, accessories, safety or janitorial supplies and equipment.

The full-service rental program includes but not limited to; initial sizing & outfitting, City embroidery and patches, weekly laundering, weekly garment inspection and quality assurance, garment repairs and replacements, garment delivery and pick-up, size adjustments, garment replacements, and work-wear requirement check-ups. The brands provided through this contract are Unifirst and Spotlight.

This purchase is made utilizing the BuyBoard cooperative contract number 670-22 and made in accordance with the Texas Local Government Purchasing Cooperative (BuyBoard) passed on Ordinance 97097, Dated 1/30/2003.

**Total \$:** \$275,000.00 annually

**Contract Period:** July 1, 2023 through May 31, 2024, with a one-year renewal option

**Method of Procurement:** Cooperative (BuyBoard #670-22)

**Price Trend:** 1% decrease in cost due to Cooperative Agreement pricing

**Contract Info:** Formal ☐ Annual ☒ Support/Maintenance ☐ Lease ☐

**Recommended Contractor(s):** Unifirst Corporation, 3047 E. Commerce, San Antonio, TX 78220

**Previous Contractor(s):** Unifirst Corporation, 3047 E. Commerce, San Antonio, TX 78220

**Comments:** N/A

**Anticipated Future Requirements and Action:** N/A

**Procurement Alternative:** Should this contract not be approved, the departments will be required to process individual procurements for uniform rental as needs arise. Non-contract rates and inconsistent uniforms may result in increased costs and adversely affect the look of City employees.

**Using Department (s):** Citywide