

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 1/9/2024

Report Date: 12/18/2023

Report No: 10.

Submitted By: Barbara Pyeatt

Subject: Consider, and act upon, the award of RFP 2023-006 Uniform and Linen Services to Unifirst Corporation. (*Evelyn Huff, Finance Director*)

Fiscal Impact: 65,000

Amount Budgeted: \$65,000

Fund: Varies by Department

Additional Fiscal Impact:

Recommendation: Approve the award and authorize staff to proceed with the service agreement

Background: RFP 2023-006's scope of work is to provide uniform and linen rental services, including but not limited to floor mats, linen, and uniform rental, as well as timely pickup and delivery. RFP was advertised on October 22, 2023. Proposals were due in the Purchasing office by November 17, 2023, at 3:00 PM. One proposal was received and deemed to be responsive.

The contract will be for an initial one (1) year. The City reserves the right to exercise the option to extend the service agreement for up to three (3) additional one (1) year periods for a maximum term of four (4) years.

The proposal for RFP 2023-006 is available at the Purchasing office.