

# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE:** JUNE 11, 2018

**ITEM NO:** 9

**SUBJECT:** APPROVE A CHANGE ORDER IN THE AMOUNT OF \$12,825, A 27% INCREASE TO THE EXISTING ANNUAL PURCHASE ORDER FOR CINTAS, INC. TO PROVIDE ADDITIONAL WORK SAFETY CLOTHING, FOR A TOTAL CONTRACT AMOUNT OF \$60,000 FOR FISCAL YEAR 2017/18

**ISSUE:**

Approve a change order in the amount of \$12,825, a 27% increase to the existing annual purchase order for Cintas, Inc. to provide safety clothing for employees, for a total contract amount of \$60,000 for fiscal year 2017/18.

**RECOMMENDATION:**

That the Board of Public Utilities approve an increase in the purchase order to Cintas, Inc. to \$60,000 in fiscal year 2017/18 for essential safety clothing and uniforms.

**BACKGROUND:**

Electric Field crews require specific safety clothing to perform their everyday tasks and the provision of these items is the responsibility of the Utility. Each crewmember has a uniform allocation, which includes a range of fire resistant shirts, t-shirts and heavy-duty jeans. Cintas, Inc. supplies, launders, repairs or replaces these items on a weekly basis. The original purchase order for fiscal year 2017/18 was issued in the amount of \$47,175.

**DISCUSSION:**

Due to the recruitment of additional staff, there has been an increased demand for work safety clothing over the course of the year and additional safety clothing had to be provided. Consequently, the amount of the original purchase order is not sufficient and the purchase order needs to be increased to \$60,000 in order for Electric Field to continue to supply staff with essential safety clothing and meet its financial obligation to Cintas, Inc.

Board approval is required for purchases of materials that exceed \$50,000. As such, this item is being brought to the Board for approval.

**FISCAL IMPACT:**

The total fiscal impact is \$60,000. Sufficient funds are available in Public Utilities Electric Field Clothing, Linen and Safety Supplies Account No. 6105000-426200.

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