

**AGENDA  
MAPLE PLAIN CITY COUNCIL – WORKSHOP  
MAPLE PLAIN CITY HALL  
MAY 26, 2015  
5:30 P.M.**

- 1. CALL TO ORDER**
- 2. ADOPT THE AGENDA**
- 3. COMMUNITY SERVICES AWARDS**
- 4. PUBLIC WORKS UNIFORMS**
- 5. OTHER**
- 6. ADJOURNMENT**

# Memorandum

**To:** Mayor and City Council Members  
**From:** Maggie McCallum, Assistant to the City Administrator  
**Date:** April 27, 2015  
**Re:** Public Works Uniforms and Rugs

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## **BACKGROUND**

Currently the City uses two separate companies for Public Works uniforms and the Water Treatment Plant/Public Works rugs. Staff is asking the Council to consider consolidating the services and using one company for both services.

The yearly budget for public works uniforms is \$4,060.00. In 2014, \$1,994.21 was used.

### **Public Works Uniforms**

At this time, public works employees receive jean pants and shop towels from G & K for about \$48.00 - \$60.00/month (depending on how many weeks are in the month). Last year, public works employees opted out of the shirts and purchased yellow reflective shirts instead.

This year, staff is looking at a new company, Unifirst, to compare prices and possibly go back to the traditional uniform with shirts that include the city's logo on it. For two employees, shirts, pants, jackets and shop towels would be \$30.50 per week. This totals about \$122.00 per month for full uniforms.

Last year, the City spent \$594.50 on yellow shirts for public works or about \$49.55 per month. These shirts are managed and washed by employees.

While going back to traditional uniforms would increase costs slightly from about \$97.55 - \$109.55 per month to \$122.00 per month, some items can be taken off to reduce the price like jackets and number of towels provided. Ameripride does not provide jackets and the number of towels is less than Unifirst's proposal.

Public works is in favor of going back to the traditional uniforms in that they look more professional and can easily be identified as a city employee.

### **Water Treatment/Public Works Rugs**

For more convenience, staff has looked at using Unifirst for rugs as well. Rugs would continue to be delivered on a monthly basis, and would be delivered with the uniforms.

Currently, the City pays \$73.63 per month for rug services with Ameripride. Unifirst has proposed a price of \$30.52 per month. *This is a savings of \$43.11 per month for rugs.*

### **Additional Services**

Unifirst can provide an additional service to public works that may make their job more efficient. Unifirst has proposed to manage some stock items for public works that typically public works employees have to manage. This includes shop materials like soaps, cleaners and toilet paper. If desired, when uniforms are dropped off, Unifirst will restock, only when needed, these items. As a result, public works employees will not have to manage this area of their job.

### **RECOMMENDATION**

Staff is looking for Council direction on how to proceed with public works uniforms, rugs and additional services.

Staff is asking Council to determine if it would be beneficial to:

1. Consolidate services with Unifirst
2. Go back to traditional uniforms
3. Have additional services be performed

# UniFirst Proposal for The City of Maple Plain

## Monthly Mat Service

| Merchandise Description | Inventory Quantity | Service Quantity | Price Per Product | Total Cost          |
|-------------------------|--------------------|------------------|-------------------|---------------------|
| 1 3x10                  | 4                  | 2                | \$ 5.360          | \$ 10.72            |
| 2 3x5                   | 2                  | 1                | \$ 2.680          | \$ 2.68             |
| 3 4x6                   | 8                  | 4                | \$ 4.280          | \$ 17.12            |
| 4 DEFE                  | 1                  | 1                | \$ 10.000         | <del>\$ 10.00</del> |

~~\$ 40.52~~

INVOICE  
30.52

## Weekly Uniform Rental

| Merchandise Description   | Inventory Quantity | Service Quantity | Price Per Product | Total Cost          |
|---------------------------|--------------------|------------------|-------------------|---------------------|
| 1 65/35 Industrial Shirt  | 22                 | 22               | \$ 0.166          | \$ 3.65             |
| 2 UniFirst HD Denim Jeans | 22                 | 22               | \$ 0.366          | \$ 8.05             |
| 3 Permalined Jacket       | 4                  | 4                | \$ 0.423          | \$ 1.69             |
| 4 Shop Towel              | 200                | 100              | \$ 0.071          | \$ 7.10             |
| 5 DEFE                    | 1                  | 1                | \$ 10.000         | <del>\$ 10.00</del> |

~~\$ 30.50~~

30.50

\* Charges for facility service products are billed for what is delivered, not what is in inventory

Aaron Johnson  
Sales Consultant  
612-702-6800





## The UniFirst Service Promise

### Top-Quality Garments

We promise you will be supplied top-quality garments manufactured to the rigid standards demanded by industrial uniform programs, and that each employee will be carefully fitted to ensure both comfort and a good uniform look.

### Environmentally Safe Cleaning

We promise your garments will be cleaned using environmentally safe detergents, thoroughly rinsed for fabric freshness, and carefully dried and finished for the professional look you expect.

### Proactive Repairs

We promise that each time we clean one of your garments, we will carefully inspect it for minor tears, seam flaws, broken buttons, missing emblems, and more. Any deficiency will be repaired prior to the garment being returned. Plus any needed repair or alteration a wearer notifies us of through use of our Repair Tag System, will be completed before the garment is returned with the following week's delivery.

### Automatic Replacements

Normal wear and tear and repeated cleanings limit a garment's useful life. We promise we will automatically change-out significantly worn garments and will supply replacements complete with fresh identification tapes and emblems.

### Timely Deliveries

We promise your uniforms will be delivered on the same day at approximately the same time each week. In the event a national or local holiday falls on your normal delivery day, you will be notified in advance of a special alternate delivery arrangement. We have never missed a delivery due to circumstances within our control and we intend to maintain that record.

### Accurate Billing

We promise the invoice you receive will individually list each employee by name and will show garment type, size, inventory issued, and weekly expense. It will also specifically identify any employees added to or deleted from the program and will serve as an effective control record.

### Expert Customer Service

Your Route Sales Representative's number one job is to ensure your satisfaction. But should you have a special need or problem that can't wait, we promise that your local Service Manager or Customer Service Representative will handle your call and respond within 24 hours.

## If We Don't Fulfill Our Promises... You Don't Pay.

To be more specific: If you notify us of a service shortcoming and we fail to correct it to your complete satisfaction, you'll be credited and continue to be credited for the specific weekly garment charges in question until the service difficulty is fixed. We perform or you don't pay. It's as simple as that. *And that's a promise.*