

City of Hesperia STAFF REPORT



DATE: July 21, 2026

TO: Mayor and Council Members
Chair and Board Members, Hesperia Water District

FROM: Rachel Molina, City Manager

BY: Orlando Acevedo, Director of Development Services
Jacquelyn Castillo, Management Analyst

SUBJECT: Contract Amendment for Uniform Services

RECOMMENDED ACTION

It is recommended that the City Council and Board of Directors of the Hesperia Water District (District) authorize the City Manager to amend the current contract with Mission Linen Supply to extend the contract expiration date for an additional one-year term and increase the contract authority by \$34,000 for a new not-to-exceed amount of \$141,146 for uniform rental and laundering services.

BACKGROUND

The City and District use a uniform services provider to supply uniform rental and laundering services for various departments whose staff regularly perform duties outside of City facilities. These services support a professional and consistent appearance for employees while serving the community.

On November 1, 2022, following a Request for Bids (RFB) process, the City Council and Board of Directors authorized a two-year agreement with Mission Linen Supply. On August 6, 2024, a one-year extension was approved, extending the contract term through October 31, 2025. On September 16, 2025, an additional one-year extension was approved, extending the contract term through October 31, 2026. The current agreement is set to expire on October 31, 2026.

ISSUES/ANALYSIS

City staff have engaged with Mission Linen Supply regarding the continuation of services. The vendor has agreed to extend the current contract for an additional one-year term with no increase in pricing.

Maintaining the current rates provides cost stability and avoids additional expenditures that could result from market adjustments or inflationary pressures. Additionally, continuing with the existing provider avoids the administrative and operational impacts associated with transitioning to a new vendor, including conducting a formal procurement process, coordinating uniform returns and reissuance, employee fittings, and updating locker assignments. Based on historical expenditure trends and current purchase order totals, staff estimates that an additional \$34,000 in contract authority will be sufficient to support services through the proposed extension term.

Given the vendor's willingness to hold pricing, the efficiencies gained by maintaining continuity of service, and the need for additional contract authority to support ongoing services, staff recommends approval of the one-year contract extension and contract authority increase.

CITY GOAL SUPPORTED BY THIS ITEM

Financial Health- Maintain a balanced budget and adequate reserves.

FISCAL IMPACT

Sufficient funding is included for the various departments in the Fiscal Year 2026-27 Budget. No increase in service rates is associated with this extension.

ALTERNATIVE(S)

1. Provide alternative direction to staff.

ATTACHMENT(S)

None