

City of Hesperia

STAFF REPORT



DATE: September 16, 2025

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

FROM: Rachel Molina, City Manager

BY: Casey Brooksher, Assistant City Manager
Marc Morales, Senior Accountant

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 approve an amendment of \$10,000 to the existing contract with Mission Linen Supply, for a revised not-to-exceed contract amount of \$107,146, and approve a one-year contract extension for uniform services.

BACKGROUND

The City and District utilize a uniform services company to provide uniform rental and laundering services for various departments that regularly perform their job duties outside of City buildings. These services allows for a professional and consistent appearance for City staff while performing job related services throughout the community.

On November 1, 2022, as a result of the Request for Bids (RFB) process conducted by City staff, the City Council and the Board of Directors authorized the award of a two-year uniform services agreement to Mission Linen Supply. On August 6, 2024, the City Council and Board of Directors approved a one-year contract extension.

ISSUES/ANALYSIS

With the current agreement set to expire on October 31, 2025, Mission Linen Supply requested a four percent (4.0%) increase for their monthly uniform rental and laundering services. City staff conducted research to compare the request to the Consumer Price Index (CPI) using the July-to-July annual change related to services for Riverside-San Bernardino-Ontario and identified a CPI increase of 4.4% from July 2024 to July 2025.

Mission Linen Supply's requested 4.0% increase for monthly uniform services is less than CPI increase and, based upon the current services provided, would result in an estimated annual increase of \$1,217.

In addition, previous transitions of uniform service providers have been a lengthy administrative process that includes conducting a new formal RFB process, returning and re-issuing of staff uniforms, scheduling employee fittings with a new vendor, and changing storage lockers. With the numerous administrative hours involved with a potential transition, the authorization of the 4.0% increase of approximately \$1,217 and a one-year contract extension would be cost effective.

CITY GOAL SUPPORTED BY THIS ITEM

Financial Health – Maintain a balanced budget and adequate reserves

FISCAL IMPACT

Sufficient funding has been included in the FY 2025-26 Operating Budget.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS

None