



COUNTY OF HUMBOLDT

For the meeting of: 3/18/2025

File #: 25-358

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

First Option to Extend the Linen and Laundry Service Umbrella Agreement with Mission Linen Supply

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Purchasing Agent to execute an amendment with Mission Linen Supply to extend countywide linen and laundry services for one year and increase the maximum amount payable to \$444,500 after review and approval of insurance documents by Risk Management.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

On March 17, 2020, the Board of Supervisors authorized the Purchasing Agent to enter into a five-year agreement with Mission Linen Supply for linen and laundry services. The signing of this agreement allows for additional one-year extensions. The Purchasing Agent recommends exercising the option to extend for one year. The extension will increase the maximum amount payable under this contract to \$444,500.

Board approval of the proposed amendment will extend the continuity of linen and laundry service the county has been receiving. Mission Linen Supply has met and maintained all terms and conditions of the initial scope of work with no interruption of services. Therefore, staff recommend your Board authorize the Purchasing Agent to execute the attached amendment with Mission Linen Supply to extend linen and laundry services for one year and increase the maximum amount payable under the current Agreement to \$444,500.

SOURCE OF FUNDING:

All county funds related to the utilization of linen and laundry services.

FINANCIAL IMPACT:

Linen and laundry expenses are built-in to county departments' Board approved annual budgets. The total impact to all county departments is estimated at approximately \$78,514 over the extended term of the service agreement.

STAFFING IMPACT:

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No impact to staffing is expected.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not authorize the Purchasing Agent to execute an amendment for the extension of linen and laundry services. However, this alternative is not recommended as interruption of services will significantly limit the efficacy of county programs.

ATTACHMENTS:

1. Linen & Laundry Service Umbrella Agreement dated March 17, 2020
2. First Amendment

PREVIOUS ACTION/REFERRAL:

Meeting of: 3/17/2020

File No.: 20-284