



# *City of Camarillo*

## *Camarillo Sanitary District*

---

### **AGENDA REPORT**

Date: June 11, 2025

To: Honorable Mayor and City Council Members  
Honorable Chairman and Board of Directors

From: Greg Ramirez, City Manager/ District Manager

Submitted by: Dave Klotzle, Public Works Director/Assistant District Manager

Subject: Uniform and Supply Rental Services - CC/CSD Agreement 2022-213A

---

### **BACKGROUND**

Camarillo Sanitary District (CSD) employees wear uniforms while managing wastewater treatment and collection operations, and Administrative Services Department (Fleet Division) employees use uniforms for maintaining the City's vehicle fleet. Prudential Overall Supply (Prudential) provides uniform rentals, customization, and laundering services, along with floor mats and shop towels. They also offer a garment protection plan for replacements due to damage, size adjustments, and gradual deterioration from regular use.

On December 14, 2022, the City Council and CSD Board approved CC/CSD Agreement No. 2022-213 with Prudential for uniform and supply rental services in the amount of \$28,350 through June 30, 2026, with the option of two one-year extensions. The agreement allowed for a price increase adjustment each year based on the cost-of-living increase measured by the September Consumer Price Index for All Urban Consumers (CPI-U) Los Angeles.

### **DISCUSSION**

Expenses for uniform and supply rental services are tracked with two different methods. Expenses for items such as floor mats and shop towels are charged to general ledger accounts (such as 871-3740-437.61-21). Other expenses, such as uniform costs are charged to payroll liability accounts as the expenses are considered taxable benefits for employees. Payroll liability charges are then later transferred to general ledger accounts. At the time CC/CSD Agreement No. 2022-213 was awarded to Prudential, the agreements not to exceed threshold of \$28,350 did not account for the uniform costs charged to payroll liability expenses. Consequently, the projected authorized expenditure as identified in the agreement is expected to be fully utilized before the agreement term ends. To include the full value of expenses in the agreement, staff proposes to amend the agreement to reflect all expenses.

Staff recommends approval of the First Amendment to CC/CSD Agreement No. 2022-213 with Prudential for all of the uniform and supply rental services, increasing the agreement amount to a total not to exceed \$56,400 (including CPI increases and additional staff, as permitted in the original agreement). A breakdown of actual and estimated expenses through the remaining term of the agreement is provided below:

<b>Fiscal Year</b>	<b>Annual Cost</b>
FY 2022/23 (The agreement became effective on December 14, 2022)	\$ 7,200*
FY 2023/24 (Including a CPI increase)	\$14,200*
FY 2024/25 (Projection, including a CPI increase)	\$ 16,400
FY 2025/26 (Estimated CPI and potential staff and supply increases)	\$ 18,600
<b>Estimated Expenditure</b>	<b>\$ 56,400</b>

\*Amounts have been rounded to the nearest hundred.

A 10% contingency of \$5,640 is also requested for the term of the agreement should the need for additional uniforms/services be requested and/or the CPI estimate of 5% for FY 2025/26 be exceeded. The total not to exceed amount of Agreement No. 2021-213A would be \$62,040 through June 30, 2026.

Staff also recommends the District Manager have authorization to extend the agreement for two one-year terms through June 30, 2028, provided the total expenditure does not exceed \$99,740, which includes estimated CPI and potential supply increases through FY 2027/28 as well as the \$5,640 contingency to be utilized through the extended term. During the one-year period extensions, the vendor will have the opportunity to submit revised pricing based on the CPI; however, the total not to exceed limit of \$99,740 will remain.

## **FISCAL IMPACT**

Funds for Agreement 2021-213A for uniform and supply rental services are included in Camarillo Sanitary District Fund budget, Operating Account Nos. 871-3740-437.35-72 and 871-3740-437.61-21 in the amounts of \$4,000 and \$600 respectively, and Vehicles and Equipment Fund Operating Account No. 540-5540-455.61-21 in the amount of \$1,400 for Fiscal Year 2024/25. In addition, \$10,400 is allocated to liability accounts 101-0000-204.44-00 (\$1,400) & 101-0000-204.84-00 (\$9,000) because the associated costs are classified as employee benefits.

## **CEQA DETERMINATIONS**

Staff has determined, in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines that the agreement for uniform and supply rental services is not subject to CEQA review because it can be seen with certainty that there is no possibility that the agreement may have a significant effect on the environment. This activity pertains specifically to uniform and supply rental services.

## **RECOMMENDATION**

1. Find Agreement 2021-213A exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15061(b)(3) of the State CEQA Guidelines as uniform and supply rental services; and
2. Authorize the District Manager to execute CC/CSD Agreement No. 2022-213A with Prudential Overall Supply for an amount of \$56,400; and authorize a contingency in the amount of \$5,640 for a total authorized agreement amount not to exceed \$62,040; and
3. Authorize the City Manager to execute future amendments up to the authorized contingency amount during the extended term of the agreement for an amount not to exceed \$62,040; and
4. Authorize the District Manager to execute any subsequent agreement amendments for a period of July 1, 2026, through June 30, 2028, provided that the total expenditure does not exceed \$99,740.

## **ATTACHMENTS**

1. CC/CSD Agreement No. 2022-213A
2. CC/CSD Agreement No. 2022-213

## **REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL**

None