

INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION

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**DATE:** September 24, 2021

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** Jason E. Brown, County Administrator  
Kristin Daniels, Director, Office of Management and Budget

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Second Extension to UniFirst Customer Service Agreement

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**BACKGROUND:**

On July 14, 2015, the Board approved a Customer Service Agreement for uniform rental services with UniFirst. The effective term commenced On October 19, 2015, when installation was complete, and expired on October 18, 2020. Five one-year extensions were available. Staff and Unifirst verbally agreed to the first extension in July of 2020, at the same terms and conditions, and would now like to formally execute the second extension, to incorporate additional clauses that have been required by statute.

**FUNDING**

Funding will come from applicable department uniform accounts.

**RECOMMENDATION**

Staff requests the Board of County Commissioners approve the Second Extension and authorize the Chairman to execute it after the County attorney has approved them for content and legal sufficiency, and upon receipt and approval of required insurance by Risk Management. Staff also recommends the Board authorize the Purchasing Manager to renew the agreement for the three remaining one-year periods, subject to satisfactory performance, vendor acceptance, and the determination that renewal of the agreement is in the best interest of Indian River County.

**ATTACHMENTS**

Second Extension and Amendment