

COUNCIL COMMUNICATION

From: The City Manager

Subject: Andersen Enrichment Center Linen Service

Manager's Recommendation:

I recommend that the purchase order from Continental Linen, Inc. be increased from \$2,519 to \$4,000 for the remainder of this fiscal year ending June 30, 2008. In addition, increase the amount for \$2,519 to \$4,000 for the second year of the two-year agreement from fiscal year July 1, 2008 to June 30, 2009.

Funds for this purchase are available in the Operating Services Account No. 236-7540-811-8005 for FY 2008 and will be budgeted in the same account number for FY 2009.

Justification:

This increase is necessary to continue to meet the needs of the Andersen Enrichment Center customers and to pay Continental Linen, Inc. on a continual basis as needed for the two-year agreement until the end of this fiscal year June 30, 2008, and the next fiscal year ending June 30, 2009. The customer pays linen costs at the time of building rental.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.