



CITY OF OAKLAND

AGENDA REPORT

TO: Elizabeth Lake
Acting City Administrator

FROM: Liam Garland
Director, Public Works

SUBJECT: Mission Linen Supply Contract
Extension and Expansion

DATE: June 22, 2026

City Administrator Approval


Betsy Lake (Jun 29, 2026 16:55:14 PDT)

Date: Jun 29, 2026

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Extending The Cooperative Purchase Agreement With Mission Linen Supply To December 31, 2026, And Increasing The Total Contract Amount To Five Hundred Thousand Dollars (\$500,000), For A Grand Contract Total Amount Of Seven Hundred And Fifty Thousand Dollars (\$750,000); And Adopting Appropriate California Environmental Quality Act Findings.

EXECUTIVE SUMMARY

Oakland Public Works (OPW) currently has a cooperative agreement with Mission Linen Supply to provide uniform rental and cleaning services for city staff performing a variety of citywide services, including maintaining equipment, infrastructure, parks, trees, facilities, and properties. The contract was intended for OPW but is currently used by multiple citywide departments, including the Department of Transportation, Planning & Building, and the Information Technology Department. During this time, Mission Linen Supply also underwent personnel changes, and invoices were not sent to the City of Oakland for timely payment. An influx of invoices was uploaded into the City's AP Portal system in January of 2026. As a result of this and the contract being used citywide, the \$250,000 agreement has been exhausted before its June 30, 2026, expiration date.

To maintain services, OPW requests that the City Council approve an expansion of the not-to-exceed amount of this contract to \$500,000 and extend the expiration date to December 31, 2026, to ensure that frontline staff have appropriate uniform services while a solicitation is conducted for a new long-term contract.

REASON FOR URGENCY

Mission Linen has begun suspending services and collecting uniforms due to outstanding unpaid invoices that exceed the current contract authority. Immediate approval is necessary to restore services, process outstanding invoices, and ensure frontline employees have the

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uniforms needed to safely and effectively perform essential City operations while a new competitive solicitation is completed.

BACKGROUND / LEGISLATIVE HISTORY

Under Oakland Municipal Code (OMC) 2.04.080, where advantageous for the city, the City Administrator may purchase supplies or services as defined in Section 2.04.010, through legal contracts of other governmental jurisdictions or public agencies that were awarded pursuant to an appropriate competitive process without further contracting, solicitation, or formal bidding. OMC 2.04.080 provides broad authority for the City Administrator to efficiently procure goods and services through cooperative agreements and sets no limit on the dollar threshold of cooperative agreements that may be entered into by the City Administrator, whereas, as per OMC 2.04.030, the City Council may award any purchase orders or contracts in excess of the City Administrator's Authority.

There is precedent for the City Council's authorization of cooperative agreements. The City Council adopted [Resolution No. 89845 C.M.S.](#) on July 18, 2023, [Resolution No. 90007 C.M.S.](#) on December 5, 2023, [Resolution No. 90154 C.M.S.](#) on March 19, 2024, [Resolution No. 90212 C.M.S.](#) on May 7, 2024, [Resolution No. 90968 C.M.S.](#) on December 2, 2025, and [Resolution No. 91012 C.M.S.](#) on December 16, 2025, approving ongoing cooperative agreements exceeding \$250,000 for commodities and services contracts.

ANALYSIS AND POLICY ALTERNATIVES

The use of cooperative agreements allows the city to ensure services are uninterrupted and provides the city with access to commodities and services at the lowest prices. This results in significant cost savings for the city and significantly shortens the contract process cycle because the competitive solicitation process has been completed by another governmental jurisdiction or public agency, thereby saving staff time and resources. For the Mission Linen Supply agreement, staff requests an extension of the cooperative agreement to ensure uniform services continue while the Purchasing Department staff conduct a formal solicitation for the same services (see **Table 1**).

Table 1: Affected Cooperative Agreement

Contract No.	Original Amt.	Expiration	New Expiration	Amt. Available	Increased Proposed	New Proposed Contract Value
2025007537	\$250,000	6/30/2026	12/31/2026	(\$11,288.64)	\$100,000	\$350,000

The proposed expansion and extension of the cooperative agreement with Mission Linen Supply will advance the citywide priorities of **community and safety, quality of life, and vibrant, sustainable infrastructure** by equipping OPW staff with the uniforms they need to perform their duties across their various job functions citywide.

RELATED PLANNING EFFORTS

This agenda item is a routine item and does not relate to any Oakland strategic planning efforts.

FISCAL IMPACT

Sufficient funds are included in the Fiscal Year 2025-2027 Biennial Adopted Budget for staff uniform services.

The contract extension will be funded by the following OPW and DOT Divisions (see **Table 2**):

Table 2: OPW Funding Sources

OPW Division	Fund	Organization	Project	Program
Facilities Services	4400 - City Facilities	3055X - Facilities	1000010 - DP300 Administrative Project	IN02 – Facilities Management & Development
Equipment Services	4100 - Equipment	30541 - Equipment Services: Administration	1000010 - DP300 Administrative Project	IN01 – Fleet Management & Maintenance
Sewers Maintenance	3100 - Sewer Service	30533 - Infrastructure Maintenance: Sewer System	1000010 - DP300 Administrative Project	IN13 – Sanitary Sewer Management & Maintenance
Storm Drains Maintenance	3100 - Sewer Service	30532 - Infrastructure Maintenance: Storm Drain	1000010 - DP300 Administrative Project	IN14 – Storm Drain Management & Maintenance
Parks Services	2244 - Measure Q	30652 - Landscape Maintenance	1000010 - DP300 Administrative Project	NB07 - Grounds
Trees Services	1720 - Comprehensive Clean-up	30654 - Tree Services	1000010 - DP300 Administrative Project	NB09 - Trees
Keep Oakland Clean & Beautiful	1720 - Comprehensive Clean-up	30671 - Street Cleaning Graffiti Abatement: Administration	1000010 - DP300 Administrative Project	NB35 – Keep Oakland Clean & Beautiful

DOT Division	Fund	Organization	Project	Program
Great Streets Maintenance	2232 - Gas Tax RMRA	35221 – Great Streets Maintenance	1003469 – DP350 Administrative Project	IN04 – Streets & Sidewalks Mgmt & Development

Parking Meter Repair	1010 – General Purpose Fund	35321 – Parking Meter Repair	1003469 – DP350 Administrative Project	IP60 – Parking Management
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Other funding may also come from various departments that request to utilize a portion of this contract for their needs during this additional contract extension period. The use of these contracts is subject to the availability of Council-authorized appropriations and the Budget Office’s funding availability analysis carried out at the time of a standard purchase order request submission or before funds are encumbered.

This expenditure is recurring and is budgeted for in each department in each fiscal year. There is no minimum commitment for any awarded contract, and funds will not be committed in advance unless funding is identified.

PUBLIC OUTREACH / INTEREST

No outreach was deemed necessary for the proposed policy action beyond the standard City Council agenda noticing procedures because this matter pertains to extending a current awarded contract for basic supplies for program operations.

COORDINATION

The Oakland Public Works Department prepared the requested action. This report and resolution were reviewed by the Office of the City Attorney and the Budget Bureau.

PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

The City has had six contracts with Mission Linen Supply to provide uniform laundering services for staff in multiple departments since 2017. Their services have been deemed sufficient and departments continue to utilize this contract for their uniform needs.

RACE AND EQUITY

Approval of this resolution provides frontline staff with the uniforms they need to do their jobs citywide, including in frontline communities and/or disadvantaged census tracts. The purchasing of basic supplies needed for staff to perform their work will not impact programmatic decisions nor influence where or how work is performed. As such, staff did not complete a Racial Equity Impact Analysis on the recommended action.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution Extending The Cooperative Purchase Agreement With Mission Linen Supply To December 31, 2026, And Increasing The Total Contract Amount To Five Hundred Thousand Dollars (\$500,000), For A Grand Contract Total Amount Of Seven Hundred And Fifty Thousand Dollars (\$750,000); And Adopting Appropriate California Environmental Quality Act Findings.

For questions regarding this report, please contact Kristin Hathaway, Assistant Director – Bureau of Environment, at 510-238-7571.

Respectfully submitted,



[Liam Garland \(Jun 29, 2026 15:30:43 PDT\)](#)

Liam Garland
Director, Public Works

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