



COUNTY OF HUMBOLDT

For the meeting of: 3/17/2026

File #: 26-206

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Second Option to Extend the Linen and Laundry Service Umbrella Agreement with Mission Linen Supply in the Amount of \$80,205

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Purchasing Agent to execute a second amendment with Mission Linen Supply to extend countywide linen and laundry services for one year and increase the maximum amount payable by \$80,206 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 allowed for additional one-year extensions.

On March 18, 2025 the Board of Supervisors authorized 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.

The Purchasing Agent recommends exercising the option to extend for a second one-year term. The extension will increase the maximum amount payable under this contract to \$524,705.

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 second amendment with Mission Linen Supply to extend linen and laundry services for a second one-year and increase the maximum amount payable under the current Agreement to \$524,706.

SOURCE OF FUNDING:

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

FINANCIAL IMPACT:

<i>Expenditures</i>	2025	2026 Projected*
<i>Budgeted Expenses</i>	<u>\$79,361</u>	<u>\$79,361</u>
<i>Additional Appropriation Requested</i>		
<i>Total Expenditures</i>	<u>\$79,361</u>	<u>\$79,361</u>

<i>Funding Sources FY25-26FY26-27 Projected*</i>		
<i>Total Funding Sources</i>	<u>\$79,361</u>	<u>\$79,361</u>

The attached second option to extend the Linen & Laundry Service Umbrella Agreement is posed to extend the agreement by one year for \$79,361. The contract has been in place since 2020, and the attached option to extend would increase the maximum amount payable from \$444,500 of \$524,706.

Expenditure appropriations related to the attached agreement have been included in the draft Fiscal Year 2026-27 budget, which is represented in the household expense line items (2109) for each department that uses services related to this agreement. Funding for the attached agreement is available through each department's funding sources. The General Fund is relied upon to fund a portion of this agreement.

STAFFING IMPACT:

No impact to staffing is expected.

OTHER AGENCY INVOLVEMENT:

Sheriff's Office, Department of Health & Human Services, Probation, Child Support, Public Works

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not authorize the Purchasing Agent to execute a second 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 dated March 17, 2025
3. Second Amendment

PREVIOUS ACTION/REFERRAL:

Meeting of: 3/17/2020
File No.: 20-284
Meeting of: 3/18/2025
File No.: 25-358