

AGENDA



Thursday, January 17, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 18**

Subject: Authorize award and execution of a 36-month requirements supply contract with UniFirst CORPORATION, Austin, TX, for the rental of work uniforms, shop towels and cleaning services for Fleet Services and the Solid Waste Services Department, in an estimated amount not to exceed \$700,863, with three 12-month extension options in estimated amounts not to exceed \$245,302 for the first extension option, \$257,568 for the second extension option, and \$270,446 for the third extension option, for a total estimated contract amount not to exceed \$1,474,179.

Amount and Source of Funding: Funding in the amount of \$45,962 is available in the Fiscal Year 2007–2008 Operating Budget of the Financial and Administrative Services Department, Fleet Management Fund. Funding in the amount of \$129,254 is available in the Fiscal Year 2007–2008 Operating Budget of the Solid Waste Services Department. Funding for the remaining 27 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Mary Quintero-Herrera, Senior Buyer/974-3266.

Purchasing Language: Sole bid received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract will provide for the continuous rental and cleaning services of uniforms and shop towels for Fleet Services and Solid Waste Services Department employees provided on a weekly basis.

Eleven sets of uniforms will be provided for approximately 178 Fleet Services employees and 656 Solid Waste Services employees for use in the performance of work duties for the City. The uniforms include pants and shirts that are provided for various Fleet positions such as: mechanics, welders, shuttle drivers, store specialists, and Service Center supervisors.

The uniforms include pants and shirts that are provided for various Solid Waste positions such as: Operations crews, crew leaders, and supervisors.

The contractor will pick up soiled uniforms/towels, and deliver clean uniforms/towels on a weekly basis. The services also include any tailoring/alterations to assure proper fit as well as sewing patches if needed.

The shop towels are 100% cotton and are used by the Fleet mechanics to wipe their hands, clean parts or wipe up spills of excess fluids during their daily operations. The shop towel services will be provided on a weekly basis with an estimated 9,000 towels used per month.

Per the Ordinance, a Vendors Affidavit of All Facilities Involved in the Performance of this Contract was issued with the solicitation. The vendor's affidavit indicates apparel furnished under this contract is produced by UniFirst Corporation with facilities in Austin, TX and Owensboro, KY.

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Sole bid received. Other potential bidders were contacted and were not interested in bidding at this time.
- b. Six notices were sent. There are no known MBE/WBEs for this commodity. One bid was received.
- c. The pricing offered represents an 8% increase to the last contract award in January 2004.

APPROVAL JUSTIFICATION

- a. The Purchasing Office concurs with Fleet Services' and Solid Waste Service's recommended award.
- b. Advertised in the Austin American-Statesmen and on the Internet.