

AGENDA



Thursday, March 20, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 27**

Subject: Authorize award and execution of a 36-month requirements service contract with UNIFIRST CORPORATION, Austin TX, for floor mat rental services for various city departments in an estimated amount not to exceed \$212,933, with three 12-month extension options in an estimated amount not to exceed \$70,978 per extension option, for an estimated contract amount not to exceed \$425,867.

Amount and Source of Funding: Funding in the amount of \$41,404 is included in the FY 2007-2008 Operating Budget of various City departments. Funding for the remaining 29 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: Cruz Banda, Buyer II, 974-2133

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 rental of walk-off floor mats placed at the entrances and/or exits of various City buildings. This contract will service the Aviation Department, Financial and Administrative Services/Building Services Division, Parks and Recreation Department, Department of Small & Minority Business Resources, and Economic Growth and Redevelopment Services Office to help reduce the tracking of dirt into City buildings. This service shall include the Contractor to regularly pick up the soiled mats and replace with clean mats, including cleaning services of all floor mats. This service will be provided in accordance with the agreed upon schedule for each individual department.

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Sole bidder. Other potential bidders who have previously submitted bids for these services stated that they could not comply with the Living Wage requirement included in the solicitation. A short-term contract is in place with UniFirst, who was the only vendor willing to provide pricing.
- b. Four notices were sent. There are no known MBE/WBEs available for this service. One bid was received.
- c. The pricing provided indicates a 15% decrease from the last contract award in June 2005.

APPROVAL JUSTIFICATION

- a. Sole bid received. UniFirst is the current provider of these services.
- b. The Purchasing Office concurs with various departments' recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.