



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2015-0263

TO: Mayor and City Council Members
FROM: Allan Schneck, P.E., Director of Public Services
DATE: June 29, 2015
SUBJECT: Uniform Rental Purchase Authorization

REQUEST:

City Council is requested to authorize the issuance of a blanket purchase order to Unifirst Corporation of Pontiac, Michigan for uniform rental services in the not-to-exceed amount of \$46,800.00 through July 31, 2017.

REASON FOR PURCHASE:

The City provides uniforms to City employees as required by union contract.

Oakland County issued a request for proposal for uniform rental services that included an extension option to the MITN Purchasing Cooperative. Two vendors submitted proposals that six Committee members from Oakland County evaluated independently, considering factors such as experience, employee training and services offered. Based on the selection criteria established by Oakland County a contract was awarded to Unifirst Corporation.

To confirm that utilizing this contract continues to be the best value to the City, market research was conducted by the Purchasing Division determining that Unifirst continues to provide the best value.

The City has been utilizing Unifirst Corporation for their uniform rental services over the past few years and has found their uniform quality, level of service and delivery schedule to be satisfactory and have found the services rendered to be acceptable.

PROCESS:

Vendor Name and Address:

Unifirst Corporation
1300 Auburn Road
Pontiac, MI 48342

Reason for Selection:

Best Value, Cooperative Contract

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2015 Adopted Budget and FY 2016-2017 Projected Budgets.

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	2-Year Remaining Budget
Drains	244.941000	Rental - Uniforms	\$1,200	\$1,200	\$0
M.R. Admin	492.941000	Rental - Uniforms	\$4,000	\$4,000	\$0
L.R. Admin	494.941000	Rental - Uniforms	\$3,600	\$3,600	\$0
Sewer	510.941000	Rental - Uniforms	\$11,000	\$11,000	\$0
Water	530.941000	Rental - Uniforms	\$11,000	\$11,000	\$0
Facilities	631.941000	Rental - Uniforms	\$4,500	\$4,500	\$0
Fleet	661.941000	Rental - Uniforms	\$6,400	\$6,400	\$0
Parks	756.941000	Rental - Uniforms	\$2,800	\$2,800	\$0
Forestry	774.941000	Rental - Uniforms	\$2,000	\$2,000	\$0
Museum	802.941000	Rental - Uniforms	\$300	\$300	\$0
		Grand Total	\$46,800	\$46,800	\$0

RECOMMENDATION:

It is recommended that City Council approve a blanket purchase order to Unifirst Corporation, Pontiac, Michigan for Uniform Rental in the not-to-exceed amount of \$46,800.00 through July 31, 2017.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		