



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2019-0434

**TO:** Mayor and City Council Members  
**FROM:** Allan E. Schneck, P.E., Director Department of Public Services  
**DATE:** October 7, 2019  
**SUBJECT:** Purchase Authorization for Uniform Rental

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**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 \$70,200.00 through September 30, 2022.

**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. Two vendors submitted proposals that four 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. The Oakland County contract is extendable to other local government agencies. By utilizing this contract, the City will be able to achieve cost savings based on the volume driven cost reductions from Oakland County's uniform program.

The City has been utilizing UniFirst Corporation for their uniform rental services over the past seven 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 2020 Adopted Budget and the 2021-2022 Projected Budgets.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	3-Year Remaining Budget
Drains	244.941000	Rental - Uniforms	\$1,800	\$1,710	\$90
M.R. Admin	492.941000	Rental - Uniforms	\$6,000	\$5,710	\$290
L.R. Admin	494.941000	Rental - Uniforms	\$6,000	\$5,710	\$290
Sewer	510.941000	Rental - Uniforms	\$18,000	\$17,120	\$880
Water	530.941000	Rental - Uniforms	\$18,000	\$17,120	\$880
Facilities	631.941000	Rental - Uniforms	\$6,750	\$6,420	\$330
Fleet	661.941000	Rental - Uniforms	\$9,600	\$9,130	\$470
Parks	756.941000	Rental - Uniforms	\$4,200	\$4,000	\$200
Natural Resources	774.941000	Rental - Uniforms	\$3,000	\$2,850	\$150
Museum	802.941000	Rental - Uniforms	\$450	\$430	\$20
		<b>Grand Total</b>	<b>\$73,800</b>	<b>\$70,200</b>	<b>\$3,600</b>

**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 \$70,200.00 through September 30, 2022.

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

Contract Reviewed by City Attorney       Yes       N/A