



# CITY COUNCIL ACTION REPORT

November 18, 2008

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance and Administration  
Susan A. Leirstein, Purchasing Director

SUBJECT: Standard Purchasing Resolution 8: Best Value Award – Uniform Rental Services

## Background

- In August, a combined request for proposal document with Oakland County for two (2) year requirements of Uniform Rental Services, with an option to renew for two (2) additional years was issued by Oakland County. The document included individual specifications and pricing requirements for both the City of Troy and Oakland County.
- On September 3, 2008, the requests for proposals (RFP) were received by Oakland County. Five proposals were received from (4) companies. One company, Unifirst submitted the proposal as specified; as well as an alternate proposal based on a uniform change-out program to "Change As Needed", instead of on a scheduled basis every 12 or 24 months..
- One-hundred and twenty-three (123) vendors were notified via the MITN e-procurement website.
- Three City of Troy committee members representing the various City facilities independently evaluated the proposals for the City considering factors such as experience, employee training and services.
- Based on the evaluations, the City conducted site visits to all four vendors' processing plants. The committee members evaluated each site considering factors such as garment handling procedures, environmental issues, equipment and inventory levels.
- The City of Troy and Oakland County independently rated their own proposals and based on the ratings were able to agree upon a single vendor for both contracts.
- By partnering with Oakland County, the City of Troy has been able to achieve volume driven cost reductions by awarding both contracts to one vendor.
- Based on the selection criteria established by the City of Troy and Oakland County, City management recommends awarding the City's portion of the contract to the highest rated bidder, Unifirst Corporation of Auburn Hills, Michigan under their alternate proposal.

## Financial Considerations

- Funds for this program are available in the various departmental operating budgets for Uniforms.
- Projected savings under the new contract is estimated at \$2,500.00 per year.

## Legal Considerations

- Solicitation #000555 was competitively bid and all vendors were given the opportunity to respond with their level of interest in providing uniform rental services for various City of Troy facilities and Oakland County.

November 18, 2008

To: Phillip L. Nelson, City Manager  
Re: Best Value Award – Uniform Rental Services

**Legal Considerations** - continued

- The contract award is contingent on the recommended bidder's submission of proper contract and proposal documents including insurance certificates and all other specified requirements.

**Policy Considerations**

- By establishing a uniform rental service, the City can maintain the professional and suitable appearance that is the required standard for City of Troy employees.

**Options**

- City management recommends awarding a two (2) year contract for uniform rental services for various City of Troy union employees, with an additional two (2) year option to renew under the alternate proposal from Unifirst Corporation of Auburn Hills, Michigan, the highest rated vendor as a result of a best value process at unit prices at or below those contained in the tabulation opened September 3, 2008, to expire October 31, 2010.

G:/Purchasing/Bid Award 08-09 New Format/Best Value SR8 – RFP – Purchasing UniformRentalServices 11.08.doc

VENDOR NAME:

UNIFIRST CORPORATION | ARROW UNIFORM RENTAL LLC

\*Alternate Pricing - Change as Needed

ITEM	DESCRIPTION	EST # OF EMPLOYEES	WASHING	REPLACEMENT	WASHING	REPLACEMENT
			COST/MAN/WEEK	COST	COST/MAN/WEEK	COST
1	Shirts- Long & Short Sleeve with Pants (Standard)	10	\$ 3.30	\$ 8.00	\$ 3.60	\$ 13.00
	65/35 Poly/Cotton Blend -Exchanged Every 24 Months-			\$ 10.00		\$ 14.00
			Not every 24 months - As Needed			
	Optional: 65/35 Poly/Cotton Blend - Exchangd Every 24 Months - (w/Cell-Phone Pocket)		\$ 3.45	\$ 12.00	N/A	N/A
	5 Changes/Week		Not every 24 months - As Needed			
	Mix and Match					
	Style #		0102, 0202, 1002,	10B6	SP 14/24 & PT20	
	Manufacturer:		Unifirst		RED KAP	
2	Shirts-Long Sleeve with Pants (Standard)	54	\$ 4.40	\$ 10.00	\$ 4.50	\$ 14.00
	100% Premium Quality Cotton -Exchanged Every 12 Months-			\$ 12.00		\$ 15.00
			Not every 12 months - As Needed			
	Optional: 100% Premium Quality Cotton - Exchanged Every 12 Months - (w/Tool Pocket)		\$ 5.25	\$ 15.00	N/A	N/A
	5 Changes/Week		Not every 12 months - As Needed			
	Style #		0101, 0201, 1001		SC 30/40 & PC 20	
	Manufacturer:		Unifirst		RED KAP	
3	50/50 Knit Short Sleeve Shirts and Pants (Standard)	6	\$ 4.40	Blank	\$ 4.84	\$ 14.00
	Long Sleeve Shirts and Pants (Standard)			Blank		N/A
	65/35 Poly/Cotton Blend -Exchanged Every 24 Months-		Not every 24 months - As Needed			
	5 Changes/Week					\$ 15.00
	Mix and Match					
	Style #		02CH, 02CZ, 0268, 1002		SE20 or SE02 or SE52	
	Manufacturer:		Unifirst		RED KAP	
4	Coveralls and Shop Coats	13	\$ 0.80	\$ 32.00	\$ 0.40	\$ 15.00
	100% Premium Quality Cotton			\$ 38.00		\$ 15.00
	Mix and Match					
	Laundered As Needed					
5	White Long Sleeve Shirts with Pants	2	\$ 4.40	\$ 10.00	\$ 3.60	\$ 13.00
	65/35 Poly/Cotton Blend - Exchanged Every 12 Months-			\$ 12.00		\$ 14.00
	5 Changes/Week		Not every 12 months - As Needed			
	Style #		011107, 1122		SP14/24, PT20	
	Manufacturer:		Unifirst		RED KAP	
6	Two (2) Shop Coats	6	No Charge	No Charge	No Charge	No Charge
	Laundered 4 Times/Year					
<b>ADDITIONAL PURCHASE:</b>		<b>EST # OF</b>				
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>EMPLOYEES</b>	<b>UNIT PRICE</b>		<b>UNIT PRICE</b>	
1	Coveralls 100% Premium Quality Cotton	19	\$ 32.00		\$ 27.00	
	Manufacturer: Style #:		BLANK		RED KAP	CC14
2	Shop Coats 100% Premium Quality Cotton	15	\$ 38.00		\$ 27.00	
	Manufacturer: Style #:		BLANK		UNIVERSAL	
3	Sew-On Additional City owned emblems - patches	COST FOR	\$ 1.50		\$ 2.00	
<b>SUB- TOTAL -</b>			<b>\$ 17,121.20</b>		<b>\$ 17,331.28</b>	

PROPOSAL - Two Year Requirements of Uniform Rental Services with an Option to Renew for Two Additional Years

VENDOR NAME:

UNIFIRST CORPORATION | ARROW UNIFORM RENTAL LLC

\*Alternate Pricing - Change as Needed

ITEM	OPTIONAL SERVICES:		EST # OF EMPLOYEES	WASHING	REPLACEMENT	WASHING	REPLACEMENT
	DESCRIPTION			COST/MAN/WEEK	COST	COST/MAN/WEEK	COST
A.	Shirts-Long Sleeve with Pants (Standard)		6	\$ 2.64	Blank	\$ 2.70	\$ 14.00
	100% Premium Quality Cotton				Blank		\$ 15.00
Option	100% Premium Quality Cotton - w/tool pocket			\$ 3.15	Blank	N/A	N/A
	<b>3 Changes/Week</b>						
	Style #			0101, 0201, 1001		BLANK	
	Manufacturer:			Unifirst		BLANK	
B.	Shirts-Short Sleeve with Pants (Standard)		6	\$ 1.76	Blank	\$ 1.80	\$ 14.00
	100% Premium Quality Cotton				Blank		\$ 15.00
Option	100% Premium Quality Cotton - w/tool pocket			\$ 2.10	Blank	N/A	N/A
	<b>2 Changes/Week</b>						
	Style #			0101, 0201, 1001		BLANK	
	Manufacturer:			Unifirst		BLANK	
C.	Shirts-Short Sleeve with Pants (Standard)		6	\$ 4.40	Blank	\$ 4.50	\$ 14.00
	100% Premium Quality Cotton				Blank		\$ 15.00
Option	100% Premium Quality Cotton - w/tool pocket			\$ 5.25	Blank	N/A	N/A
	<b>5 Changes/Week</b>						
	Style #			0101, 0201, 1001			
	Manufacturer:			Unifirst			
<b>ESTIMATED ANNUAL GRAND TOTAL:</b>				\$ 19,866.80		\$ 20,139.28	

MANDATORY SITE INSPECTION

Visited the sites:

Date:

8/14/2008

8/26/2008

FLOOR PLAN

Marked as:

Titled

Locker Floor Plan

SITE VISIT:

Contact Name:

Ed McNicholas

Scott Wakefield

Phone #

(248) 334-0030

(248) 786-9703

BIDDER QUESTIONNAIRE: Yes or No

YES

YES

CONTACT INFORMATION:

Hours of Operation

7am-5pm

8am - 5pm

Emergency Phone #

(248) 935-4971

(248) 786-9703

INSURANCE:

Can meet

XX

XX

Cannot meet

TERMS:

NET 30

BLANK

WARRANTY:

N/A

BLANK

DATE & TIME - DELIVERY:

BLANK

BLANK

EXCEPTIONS:

Unifirst brand vs Red Kap-Prices per terms w/alternate prices

BLANK

ACKNOWLEDGEMENT: Yes or No

YES

YES

NOTE: RFP opened in Oakland County

VENDOR NAME:

CINTAS CORPORATION

ARAMARK

ITEM	DESCRIPTION	EST # OF EMPLOYEES	CINTAS CORPORATION		ARAMARK	
			WASHING COST/MAN/WEEK	REPLACEMENT COST	WASHING COST/MAN/WEEK	REPLACEMENT COST
1	Shirts- Long & Short Sleeve with Pants (Standard) 65/35 Poly/Cotton Blend -Exchanged Every 24 Months--	10	\$ 3.64	\$ 15.00	\$ 3.69	\$ 16.00
				\$ 16.00		\$ 16.00
	<b>Optional:</b> 65/35 Poly/Cotton Blend - Exchangd Every 24 Months - (w/Cell-Phone Pocket)		\$ 4.71	\$ 19.00	\$ 4.75	\$ 18.00
	5 Changes/Week					
	Mix and Match					
	Style #		935/945		BLANK	
	Manufacturer:		Cintas		BLANK	
2	Shirts-Long Sleeve with Pants (Standard) 100% Premium Quality Cotton -Exchanged Every 12 Months--	54	\$ 5.21	\$ 18.00	\$ 7.75	\$ 18.00
				\$ 20.00		\$ 18.00
	<b>Optional:</b> 100% Premium Quality Cotton - Exchanged Every 12 Months - (w/Tool Pocket)		\$ 6.89	\$ 23.00	N/A	N/A
	5 Changes/Week					
	Style #		330/340		BLANK	
	Manufacturer:		Cintas		BLANK	
3	50/50 Knit Short Sleeve Shirts and Pants (Standard) Long Sleeve Shirts and Pants (Standard)	6	\$ 4.28	\$ 18.00	\$ 4.75	\$ 18.00
	65/35 Poly/Cotton Blend -Exchanged Every 24 Months--			\$ 16.00		Blank
	5 Changes/Week					
	Mix and Match					
	Style #		259/945		BLANK	
	Manufacturer:		Cintas		BLANK	
4	Coveralls and Shop Coats 100% Premium Quality Cotton	13	\$ 0.50	\$ -	\$ 0.50	\$ 30.00
	Mix and Match			\$ -		\$ 23.00
	Laundered As Needed					
5	White Long Sleeve Shirts with Pants 65/35 Poly/Cotton Blend - Exchanged Every 12 Months-	2	\$ 3.64	\$ 15.00	\$ 5.53	\$ 20.00
	5 Changes/Week			\$ 16.00		\$ 18.00
	Style #		935/945		BLANK	
	Manufacturer:		Cintas		BLANK	
6	Two (2) Shop Coats Laundered 4 Times/Year	6	No Charge	No Charge	No Charge	No Charge
<b>ADDITIONAL PURCHASE:</b>		<b>EST # OF EMPLOYEES</b>				
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>EMPLOYEES</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE</b>		
1	Coveralls 100% Premium Quality Cotton	19	\$ 0.50	\$ 29.00	Plus 20% non-std sizes	
	Manufacturer: Style #:		Cintas 910	Blank		
2	Shop Coats 100% Premium Quality Cotton	15	\$ 0.50	\$ 21.00	Plus 20% non-std sizes	
	Manufacturer: Style #:		Cintas 929	Blank		
3	Sew-On Additional City owned emblems - patches	COST FOR	\$ 1.99	\$ 0.75		
<b>SUB- TOTAL -</b>			<b>\$ 18,279.40</b>	<b>\$ 26,629.92</b>		

PROPOSAL - Two Year Requirements of Uniform Rental Services with an Option to Renew for Two Additional Years

VENDOR NAME:

CINTAS CORPORATION

ARAMARK

ITEM	OPTIONAL SERVICES: DESCRIPTION	EST # OF EMPLOYEES	CINTAS CORPORATION		ARAMARK	
			WASHING COST/MAN/WEEK	REPLACEMENT COST	WASHING COST/MAN/WEEK	REPLACEMENT COST
A.	Shirts-Long Sleeve with Pants (Standard)	6	\$ 3.13	\$ 18.00	\$ 4.65	\$ 18.00
	100% Premium Quality Cotton			\$ 20.00		\$ 18.00
Option	100% Premium Quality Cotton - w/tool pocket		\$ 4.13	\$ 23.00	N/A	N/A
	<b>3 Changes/Week</b>					
	Style #		330/340		BLANK	
	Manufacturer:		Cintas		BLANK	
B.	Shirts-Short Sleeve with Pants (Standard)	6	\$ 2.09	\$ 18.00	\$ 3.10	\$ 17.00
	100% Premium Quality Cotton			\$ 20.00		\$ 18.00
Option	100% Premium Quality Cotton - w/tool pocket		\$ 2.75	\$ 23.00	N/A	N/A
	<b>2 Changes/Week</b>					
	Style #		330/340		BLANK	
	Manufacturer:		Cintas		BLANK	
C.	Shirts-Short Sleeve with Pants (Standard)	6	\$ 5.21	\$ 18.00	\$ 7.75	\$ 17.00
	100% Premium Quality Cotton			\$ 20.00		\$ 18.00
Option	100% Premium Quality Cotton - w/tool pocket		\$ 6.89	\$ 23.00	N/A	N/A
	<b>5 Changes/Week</b>					
	Style #		330/340		BLANK	
	Manufacturer:		Cintas		BLANK	
<b>ESTIMATED ANNUAL GRAND TOTAL:</b>			\$ 21,533.56		\$ 31,465.92	

MANDATORY SITE INSPECTION

Visited the sites:

Date:

8/27/2008

8/26/2008

FLOOR PLAN

Marked as:

Locker Floor Plan

Floor Plan

SITE VISIT:

Contact Name:

Kent Butler

Michael Ragan

Phone #

(586) 855-1647

(248) 996-4184

BIDDER QUESTIONNAIRE: Yes or No

YES

YES

CONTACT INFORMATION:

Hours of Operation

8am-5pm

8am - 5pm

Emergency Phone #

(586) 677-9900

(866) 624-5136

INSURANCE:

Can meet

XX

XX

Cannot meet

TERMS:

STATED

NET 30

WARRANTY:

FLEXIBLE

30 days notice to terminate - see bid

DATE & TIME - DELIVERY:

FLEXIBLE

BLANK

EXCEPTIONS:

Would like to replc garments as needed but will honor timeframe City specified.

BLANK

ACKNOWLEDGEMENT: Yes or No

YES

YES

VENDOR NAME:

UNIFIRST CORPORATION

ITEM	DESCRIPTION	EST # OF	WASHING	REPLACEMENT	WASHING	REPLACEMENT
		EMPLOYEES	COST/MAN/WEEK	COST	COST/MAN/WEEK	COST
1	Shirts- Long & Short Sleeve with Pants (Standard)	10	\$ 4.75	\$ 12.00		
	65/35 Poly/Cotton Blend -Exchanged Every 24 Months-			\$ 15.00		
	Optional: 65/35 Poly/Cotton Blend - Exchangd Every 24 Months - (w/Cell-Phone Pocket)		\$ 4.90	\$ 15.00		
	5 Changes/Week					
	Mix and Match					
	Style #		0102, 0202, 1002,	10B6		
	Manufacturer:		Unifirst & Dickies			
2	Shirts-Long Sleeve with Pants (Standard)	54	\$ 8.65	\$ 12.00		
	100% Premium Quality Cotton -Exchanged Every 12 Months-			\$ 15.00		
	Optional: 100% Premium Quality Cotton - Exchanged Every 12 Months - (w/Tool Pocket)		\$ 9.50	\$ 18.00		
	5 Changes/Week		Add/Sew on pocket			
	Style #		0101, 0201, 1001			
	Manufacturer:		Unifirst			
3	50/50 Knit Short Sleeve Shirts and Pants (Standard)	6	\$ 5.60	\$ 12.00		
	Long Sleeve Shirts and Pants (Standard)			\$ 15.00		
	65/35 Poly/Cotton Blend -Exchanged Every 24 Months-					
	5 Changes/Week					
	Mix and Match					
	Style #		02CH, 02CZ, 0268	1002		
	Manufacturer:		Unifirst			
4	Coveralls and Shop Coats	13	\$ 0.80	\$ 32.00		
	100% Premium Quality Cotton			\$ 38.00		
	Mix and Match					
	Laundered As Needed					
5	White Long Sleeve Shirts with Pants	2	\$ 8.80	\$ 12.00		
	65/35 Poly/Cotton Blend - Exchanged Every 12 Months-			\$ 15.00		
	5 Changes/Week					
	Style #		011107, 1122			
	Manufacturer:		Unifirst			
6	Two (2) Shop Coats	6	No Charge	No Charge		
	Laundered 4 Times/Year					
	<b>ADDITIONAL PURCHASE:</b>	<b>EST # OF</b>				
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>EMPLOYEES</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE</b>		
1	Coveralls 100% Premium Quality Cotton	19	\$ 32.00			
	Manufacturer: Style #:		BLANK			
2	Shop Coats 100% Premium Quality Cotton	15	\$ 38.00			
	Manufacturer: Style #:		BLANK			
3	Sew-On Additional City owned emblems - patches	COST FOR	\$ 1.50			
	<b>SUB- TOTAL -</b>		\$ 30,641.20			

PROPOSAL - Two Year Requirements of Uniform Rental Services with an Option to Renew for Two Additional Years

VENDOR NAME:

UNIFIRST CORPORATION

ITEM	OPTIONAL SERVICES:		EST # OF EMPLOYEES	WASHING	REPLACEMENT	WASHING	REPLACEMENT
	DESCRIPTION			COST/MAN/WEEK	COST	COST/MAN/WEEK	COST
A.	Shirts-Long Sleeve with Pants (Standard)		6	\$ 5.19	\$ 12.00		
	100% Premium Quality Cotton				\$ 15.00		
Option	100% Premium Quality Cotton - w/tool pocket			\$ 5.70	\$ 18.00		
	3 Changes/Week						
	Style #			0101, 0201, 1001			
	Manufacturer:			Unifirst			
B.	Shirts-Short Sleeve with Pants (Standard)		6	\$ 3.46	\$ 12.00		
	100% Premium Quality Cotton				\$ 15.00		
Option	100% Premium Quality Cotton - w/tool pocket			\$ 3.80	\$ 18.00		
	2 Changes/Week						
	Style #			0101, 0201, 1001			
	Manufacturer:			Unifirst			
C.	Shirts-Short Sleeve with Pants (Standard)		6	\$ 8.65	\$ 12.00		
	100% Premium Quality Cotton				\$ 15.00		
Option	100% Premium Quality Cotton - w/tool pocket			\$ 9.50	\$ 18.00		
	5 Changes/Week						
	Style #			0101, 0201, 1001			
	Manufacturer:			Unifirst			
<b>ESTIMATED ANNUAL GRAND TOTAL:</b>				<b>\$ 36,038.80</b>			

MANDATORY SITE INSPECTION

Visited the sites:

Date:

8/14/2008

FLOOR PLAN

Marked as:

Titled

SITE VISIT:

Contact Name:

Ed McNicholas

Phone #

(248) 334-0030

BIDDER QUESTIONNAIRE: Yes or No

YES

CONTACT INFORMATION:

Hours of Operation

7 am-5pm

Emergency Phone #

(248) 935-4971

INSURANCE:

Can meet

XX

Cannot meet

TERMS:

NET 30

WARRANTY:

N/A

DATE & TIME - DELIVERY:

BLANK

EXCEPTIONS:

Unifirst brand vs Red Kap-Prices per terms w/alternate prices

ACKNOWLEDGEMENT: Yes or No

YES



WHEREAS, On May 14, 2007, contracts to furnish two-year requirements of City Vehicle Wash Services with an option to renew for two (2) additional years was awarded to the following bidders: Tunnel O'Suds Car Wash, Your Car Wash, Pro Enterprise, Inc. and Jax Kar Wash as a result of a best value process at unit prices contained in the bid tabulation opened January 23, 2007, a copy of which shall be attached to the original Minutes of this meeting (Resolution #2007-05-142-E4a); and

WHEREAS, Tunnel O'Suds Car Wash, Jax Kar Wash and Pro Enterprise, Inc have agreed to exercise the two-year option to renew their exterior wash contracts under the same pricing, terms and conditions;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **EXERCISES** the option to renew the contracts with Tunnel O'Suds Car Wash, Jax Kar Wash and Pro Enterprise, Inc. to provide two-year requirements of City Vehicle Exterior Wash Services under the same prices, terms and conditions as the original contracts to expire December 31, 2010.

c) **Standard Purchasing Resolution 8: Best Value Award – Uniform Rental Services**

Resolution #2008-11-351-F-4c

RESOLVED, That Troy City Council hereby **AWARDS** a contract to furnish two (2) year requirements of Uniform Rental Services for various City of Troy union employees, with an option to renew for two (2) additional years to the alternate proposal from Unifirst Corporation of Auburn Hills, Michigan as a result of a best value process in cooperation with Oakland County, which the Troy City Council determines to be in the public interest, at unit prices at or below those contained in the tabulation opened September 3, 2008, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with the contract expiring October 31, 2010; and

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor submission of properly executed proposal and contract documents, including insurance certificates and all other specified requirements.

d) **Standard Purchasing Resolution 4: Award – State of Michigan MiDEAL Program – Lawn & Garden, Commercial and Agricultural Equipment**

Resolution #2008-11-351-F-4d

RESOLVED, That Troy City Council hereby **APPROVES** a contract to purchase one (1) 2008 John Deere Backhoe from JDE Equipment Company, of New Hudson, MI, through the State of Michigan MiDEAL program for \$83,757.00 plus additional options not covered under MiDEAL of \$6,585.00, less trade-in of \$16,000.00, for an estimated net total cost of \$74,342.00; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **AUTHORIZES** the Fleet Maintenance Division to accept or reject the trade-in offer of \$16,000.00 for the backhoe, pending the results to offer the equipment for sale on the open market at an amount greater than \$16,000.00.