



**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: 2006-0225

TO: Mayor and City Council Members
FROM: Roger Rousse, Department of Public Service, 841-2497
DATE: March 15, 2006
SUBJECT: Uniform Rental

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 \$60,000.00 through May 1, 2009.

REASON FOR PURCHASE:

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

Sealed proposals for uniform rental services were solicited using the MITN website with Unifirst Corporation being chosen as the responsive, responsible bidder that provided the best value for the City based on an overall cost for a three-year contract.

Unifirst Corporation has agreed to waive all initial set up fees and offers the lowest replacement cost for uniforms that are damaged in the course of work related duties. It was decided to set the not-to-exceed amount at \$60,000.00 as the contract will extend for three years and it is likely that some uniforms may require replacement at least once during the contract period.

The City is currently using Unifirst Corporation for their uniform rental services and has found their uniform quality, level of service and delivery schedule to be highly acceptable.

PROCESS:

Vendor Name and Address:

Unifirst Corporation
1300 Auburn Road
Pontiac, MI 48342

Reason for Selection:

Responsive, responsible bidder that provides best value to the City

Method of Purchase:

Blanket Purchase Order

BUDGET:

Uniforms are budgeted in various funds including fleet, buildings and grounds, parks and forestry, water and sewer, major and local roads, drains, and cemetery in the 2006 budget. Expenses for subsequent years will be funded from future budgets.

Fund Name	Department Account No	Account No. Description	2006 Budget Amount	2006 Cost	2006 Remaining Budget
Drains	244.941000	Rental – Uniforms	\$1,500.00	\$600.00	\$900.00
Cemetery	276.941000	Rental – Uniforms	\$500.00	\$500.00	\$0.00
M.R. Admin	492.941000	Rental – Uniforms	\$2,000.00	\$1,300.00	\$700.00
L.R. Admin	494.941000	Rental – Uniforms	\$1,800.00	\$1,800.00	\$0.00
Sewer	510.941000	Rental – Uniforms	\$5,500.00	\$4,500.00	\$1,000.00
Water	530.941000	Rental – Uniforms	\$5,500.00	\$4,500.00	\$1,000.00
Facilities	631.941000	Rental – Uniforms	\$2,130.00	\$1,500.00	\$630.00
Fleet	661.941000	Rental – Uniforms	\$4,500.00	\$3,000.00	\$1,500.00
Parks	756.941000	Rental – Uniforms	\$1,300.00	\$1,300.00	\$0.00
Forestry	774.941000	Rental – Uniforms	\$1,000.00	\$1,000.00	\$0.00
2006 Totals			\$25,730.00	\$20,000.00	\$5,730.00

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order to Unifirst Corporation of Pontiac, Michigan for Uniform Rental Services in the not-to-exceed amount of \$60,000.00 through May 1, 2009.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		