



**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:** 2009-0141

**TO:** Mayor and City Council Members  
**FROM:** Roger Rousse, Director of Public Service  
**DATE:** March 26, 2009  
**SUBJECT:** Uniforms

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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 \$48,000.00 through May 1, 2011.

**REASON FOR PURCHASE:**

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

Oakland County and the City of Troy issued a combined request for proposal for uniform rental services with additional extension to the MITN Purchasing Cooperative. Four (4) vendors submitted proposals. Committee members from the City of Troy and Oakland County evaluated the proposals independently, considering factors such as experience, employee training and services offered. The committee members conducted site visits to all four facilities considering factors such as garment handling procedures, environmental issues, equipment and inventory levels. Based on the selection criteria established by the City of Troy and Oakland County they awarded the contract to Unifirst Corporation. By utilizing this contract the City will be able to achieve cost savings based on the volume driven cost reductions from the City of Troy and Oakland County awarding their contracts to one vendor.

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:**

Best Value

**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 2009 budget. Expenses for subsequent years will be funded from future budgets.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>2009 Budget Amount</b>	<b>2009 Cost</b>	<b>2009 Remaining Budget</b>
Drains	244.941000	Rental – Uniforms	\$1,000.00	\$1,000.00	\$0.00
Cemetery	276.941000	Rental – Uniforms	\$500.00	\$500.00	\$0.00
M.R. Admin	492.941000	Rental – Uniforms	\$2,000.00	\$2,000.00	\$0.00
L.R. Admin	494.941000	Rental – Uniforms	\$1,800.00	\$1,800.00	\$0.00
Sewer	510.941000	Rental – Uniforms	\$5,500.00	\$5,500.00	\$0.00
Water	530.941000	Rental – Uniforms	\$5,500.00	\$5,500.00	\$0.00
Facilities	631.941000	Rental – Uniforms	\$1,780.00	\$1,780.00	\$0.00
Fleet	661.941000	Rental – Uniforms	\$3,200.00	\$3,200.00	\$0.00
Parks	756.941000	Rental – Uniforms	\$1,400.00	\$1,400.00	\$0.00
Forestry	774.941000	Rental – Uniforms	\$1,000.00	\$1,000.00	\$0.00

2009 Totals

\$23,680.00	\$23,680.00	\$0.00
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**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 \$48,000.00 through May 1, 2011.

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