



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2012-0215

TO: Mayor and City Council Members
FROM: Allan Schneck, P.E., Director of Public Services
DATE: June 18, 2012
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 \$70,200.00 through July 31, 2015.

REASON FOR PURCHASE:

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

Oakland County and The City of Troy issued a joint request for proposal for uniform rental services that included a renewal option to the MITN Purchasing Cooperative. Four vendors submitted proposals that Committee members from the City of Troy and Oakland County evaluated 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, and equipment and inventory levels. Based on the selection criteria established by the City of Troy and Oakland County a contract was awarded to Unifirst Corporation.

Oakland County is now exercising the option and extending the contract for an additional three (3) year period. The City will also be able to achieve cost savings by extending the contract that is based on volume driven cost reductions from both entities awarding their contracts to one vendor. 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:

Uniforms are budgeted in various funds including fleet, buildings and grounds, parks and forestry, water and sewer, major and local roads, and drains in the 2012 budget. Expenses for subsequent years will be funded from future budgets.

Fund Name	Department Account No	Account No. Description	2012 Budget Amount	2012 Cost	Remaining Budget
Drains	244.941000	Rental - Uniforms	\$1,000.00	\$1,000.00	\$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	\$2,000.00	\$2,000.00	\$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
2012 Totals			\$23,400.00	\$23,400.00	\$0.00

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 July 31, 2015

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