SUMMARY STATEMENT

ITEM NO.    SUBJECT: Rental Uniforms and Laundry Services for PATCO

COMMITTEE: Operations and Maintenance

COMMITTEE MEETING DATE: April 16, 2008

BOARD ACTION DATE: May 21, 2008

PROPOSAL: That the Board authorizes staff to negotiate a three (3) year contract with UniFirst Corporation to furnish and launder rental uniforms, supply uniform storage lockers, and furnish and clean door and floor mats.

Amount: $215,000*

Contractor: UniFirst Corporation
Croydon, Pennsylvania

Other Bidders:
Aramark Corporation $222,346.80
Best Uniforms $224,345.16
G & K Services $239,626.92
American Wear No bid

PURPOSE: To furnish the PATCO maintenance and operating departments with clean rental uniforms that are designed and manufactured to be durable and serviceable for their intended environment and functions.

BACKGROUND: PATCO’s labor agreement with its 232 maintenance and operating employees states “...if any employee is required to wear any kind of uniform ... such uniform shall be furnished and maintained by PATCO.” This enables PATCO to control the standard of appearance and cleanliness for its uniformed employees. No annual clothing allowance is paid to the employees. The current uniform styles and material choices were developed in concert with the maintenance and operating crafts who are issued uniforms.

On February 11, 2008, Requests for Bid (RFBs) were sent to twelve (12) suppliers potentially capable of providing this material and service. The procurement was also advertised on the DRPA web site from February 11, 2008 through February 29, 2008. Seven (7) suppliers who received
an RFB declined to quote, and one (1) supplier submitted a “No Bid”, stating they had received a significant amount of new business that would contribute to delays in our order. Four (4) complete bids were received. The lowest responsive bid of $204,117 for the three year contract was from UniFirst Corporation, Croydon, PA (annual contract cost of $68,038.88).

The 2008 PATCO Operating Budget for Uniforms and Laundry is $84,051.

Staff recommends that PATCO be authorized to enter into a three (3) year agreement with UNIFIRST CORPORATION to provide rental uniforms and laundry services.

*The $215,000 includes an allowance of $10,883.36 to cover the cost of uniforms for any new employees.

**SUMMARY:**

| Amount:         | $215,000  |
| Source of Funds:| PATCO 2008-2010 Operating Budgets |
| Operating Budget: | $84,051 (2008 Budget) |
| Master Plan Status: | N/A |
| Other Fund Sources: | N/A |
| Duration of Contract: | Three (3) years |
| Other Parties Involved: | N/A |
RESOLUTION

RESOLVED: That the Board authorizes the appropriate officers of the Port Authority Transit Corporation to negotiate a contract in proper form on behalf of the Authority to enter into a Three (3) year Contract for Rental Uniforms and Laundry Services with UniFirst Corporation of Croydon, Pennsylvania in an amount not to exceed $215,000.

RESOLVED: That the Chairman, Vice Chairman and the President must approve and are hereby authorized to approve and execute all necessary agreements, contracts or other documents on behalf of PATCO. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and President and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on half of PATCO along with the President. If both the Chairman and Vice Chairman are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the President shall execute such documents on half of PATCO.

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Operating Budget: $84,051 (2008 budget)
Master Plan Status: N/A
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