SUMMARY STATEMENT

ITEM NO.: PATCO-12-011               SUBJECT: Rental Uniforms and Laundry Services for PATCO

COMMITTEE: Operations & Maintenance

COMMITTEE MEETING DATE: April 18, 2012

BOARD ACTION DATE: May 16, 2012

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: $62,599.68 per year

Contractor: UniFirst Corporation
940 River Road
Croydon, PA 19021

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 240 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 that are issued uniforms.

On February 27, 2012, Requests for Bid (RFBs) were sent to six (6) suppliers potentially capable of providing this material and service. The procurement was also advertised on the DRPA web site from February 27, 2012 through March 23, 2012. Two (2) complete bids were received; one (1) arrived late for Bid Opening and therefore was not accepted; and one (1) supplier submitted a “No Bid.” The results are as follows:
UniFirst Corporation $62,599.68 per year
Aramark Corporation $70,758.48 per year
503 Corporation No Bid
Cintas Corporation No Bid

The lowest responsive bid of $62,599.68 from the UniFirst Corporation will be the annual cost of this contract.

The 2012 PATCO Operating Budget for Uniforms and Laundry is $70,919.00.

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 annual cost of this contract will be constant through the length of this contract.

*The $200,000 total includes an allowance of $12,200.96 to cover the cost of uniforms for any new employees.

**SUMMARY:**
- **Amount:** $200,000
- **Source of Funds:** PATCO 2012-2014 Operating Budgets
- **Operating Budget:** $70,919 (2012 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 $200,000.

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.

SUMMARY:
Amount: $200,000
Source of Funds: PATCO 2012-2014 Operating Budgets
Operating Budget: $70,919 (2012 Budget)
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: Three (3) years
Other Parties Involved: N/A