SUMMARY STATEMENT

ITEM NO.: PATCO-15-015          SUBJECT: Rental Uniforms and Laundry Services for PATCO

COMMITTEE: Operations and Maintenance

COMMITTEE MEETING DATE: June 3, 2015

BOARD ACTION DATE: June 17, 2015

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

Amount: $189,988.32

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 24, 2015, Invitation for Bids (IFBs) were sent to five (5) suppliers potentially capable of providing this material and service. The procurement was also advertised on the DRPA web site from February 24, 2015 through March 19, 2015. Four (4) bids were received; two (2) of which were submitted as “No Bids.” The results are as follows:
UniFirst Corporation $58,329.44 per year
Clean Rental $58,584.24 per year
Aramark No Bid
Wash Cycle Laundry No Bid

The lowest responsive bid of $58,329.44 was submitted by UniFirst Corporation and will be the annual cost of this contract. UniFirst Corporation is the current vendor.

The breakdown for the initial three (3) year term and one (1) option year is:

Year #1: $58,329.44
Year #2 $58,329.44
Year #3 $58,329.44
Option Year: $58,329.44

Staff recommends that PATCO be authorized to enter into a three (3) year agreement with an option for one (1) additional year 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 $189,988.32 total includes an allowance of $15,000.00 to cover the cost of uniforms for any new employees.

SUMMARY:

Amount: $189,988.32
Source of Funds: Revenue Fund
Operating Budget: Contractual Services
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: Three (3) years with one (1) year renewal option
Other Parties Involved: N/A
RESOLUTION

RESOLVED: That the Board authorizes the appropriate officers of the Port Authority Transit Corporation to negotiate a contract with UniFirst Corporation of Croydon, Pennsylvania for a period of three (3) years for rental uniforms and laundry services in an amount not to exceed $200,000; and be it further

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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