SUMMARY STATEMENT

ITEM NO.                  PATCO-19-024

SUBJECT:                PATCO Rental Uniforms and Laundry Services

COMMITTEE:              Operations and Maintenance

COMMITTEE MEETING DATE: October 8, 2019

BOARD ACTION DATE:      October 16, 2019

PROPOSAL:               That the Board authorizes staff to negotiate a contract with UniFirst Uniform 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 with a one (1) year renewal.

<table>
<thead>
<tr>
<th>Amount:</th>
<th>Year 1</th>
<th>$75,199.64</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Year 2</td>
<td>$75,199.64</td>
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<tr>
<td></td>
<td>Year 3</td>
<td>$75,199.64</td>
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<tr>
<td></td>
<td>Option Year</td>
<td>$75,199.64</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>$300,798.56</td>
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Contractor:  UniFirst Uniform Corporation
             940 River Road
             Croydon, PA 19021

Other Firm:  Clean Rental Uniforms  $470,815.52

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 union 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.

Bids were publicly advertised on August 7, 2019 and mailed to four (4) potential bidders. Two (2) bids were received, with the low responsive bid submitted by UniFirst Uniform Corporation.
Staff recommends that PATCO be authorized to enter into a three (3) year agreement with an option for one (1) additional year with UNIFIRST UNIFORM CORPORATION to furnish and launder rental uniforms, supply uniform storage lockers, and furnish and clean door and floor mats. The annual cost of this contract will be constant through the length of this contract.

**SUMMARY:**
- **Amount:** $300,798.56
- **Source of Funds:** General Fund
- **Operating Budget:** 2019-2023
- **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 staff to negotiate a contract with UniFirst Uniform Corporation of Croydon, Pennsylvania for a period of three (3) years with a one (1) year renewal for rental uniforms and laundry services in an amount not to exceed $300,798.56; and be it further

RESOLVED: The Chair, Vice Chair 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 Chair, Vice Chair and President and if thereafter, either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of PATCO along with the President. If both the Chair and Vice Chair 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 behalf of PATCO.

SUMMARY:

- Amount: $300,798.56
- Source of Funds: General Fund
- Operating Budget: 2019-2023
- 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