

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
2	02/24/14	Open	Action	01/27/14

Subject: Awarding a Contract to UniFirst Corporation for Uniform Rental and Laundry Services

ISSUE

Whether or not to Award a Contract to UniFirst Corporation for Uniform Rental and Laundry Services.

RECOMMENDED ACTION

Adopt Resolution No. 14-02 _____, Awarding a Contract to UniFirst Corporation for Uniform Rental and Laundry Services.

FISCAL IMPACT

Budgeted:	Yes	FY 14: *	\$	19,100.28
Budget Source:	Operating	FY 15:	\$	76,401.15
Funding Source:	Local	FY 16:	\$	76,401.15
Cost Cntr/GL Acct(s) or	34/630001	FY 17: **	\$	57,300.87
Capital Project #:	35/630001			
Total Budget:	\$	Total Amount:	\$	229,203.45

* March 24, 2014 – June 30, 2014

** July 1, 2016 – March 23, 2017

DISCUSSION

Under the Collective Bargaining Agreement between RT and the IBEW, RT is required to bear the total cost of purchasing, maintaining and laundering uniforms for Light Rail Maintenance and Bus Maintenance employees. The Uniform Rental and Laundry Service agreements for Light Rail Maintenance and Bus Maintenance operations will expire on March 23, 2014. On December 9, 2013, the RT Board of Directors approved the release of an Invitation to Bid (ITB) for Uniform Rental and Laundry Services for a 3-year period with the option to renew for two additional 1-year periods. On December 10, 2013 the bids were advertised in publications of general circulation, posted on RT's website under Career and Business Opportunities and mailed to 7 qualified firms.

Approved:

Presented:

Final 02/17/14

General Manager/CEO

Director, Bus Maintenance

J:\Board Meeting Documents\2014\04 February 24, 2014\2013116 UniFirst Award Issue Paper.doc

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On January 21, 2014, RT received 4 bids. One of the bids, from G&K Services, contained material irregularities resulting in the bid being deemed non-responsive and rejected. The 3 responsive and responsible bids were:

<u>Contractor</u>	<u>Bid Amount (3 Base Years)</u>
UniFirst Corporation	\$229,203.45
Prudential Overall Supply	\$232,660.20
Cintas Corporation	\$295,213.68

During the review of the bids, Sacramento Regional Transit District (RT) Procurement staff discovered that all of the bids contained mathematical errors. In accordance with the ITB General Conditions and instruction to Bidders, Article 1.10 Mathematical Errors and Corrections, staff corrected the calculations by multiplying the item price by the quantity for that item. Correcting the mathematical errors changed the position of the apparent low bidder. Staff determined that UniFirst Corporation is the lowest responsive bidder. A notice of Intent to Recommend Award of Contract was issued to UniFirst Corporation on January 24, 2014.

RESOLUTION NO. 14-02-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

February 24, 2014

**AWARDING A CONTRACT TO UNIFIRST CORPORATION FOR UNIFORM RENTAL
AND LAUNDRY SERVICES**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Contract between Sacramento Regional Transit District, therein referred to as "RT," and UniFirst Corporation, therein referred to as "Contractor," whereby Contractor agrees to provide uniform rental and laundry services for 3 years with the option to renew for two additional 1-year periods for an amount not to exceed \$229,203.45 plus applicable state and local sales tax, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute said contract.

PHILLIP R. SERNA, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary