

RFP 17MISC2
UNIFORM RENTAL SERVICES

FACT SHEET

A. **Overview:** This recommendation is to establish a contract for the weekly rental and cleaning of uniforms to multiple locations within Frederick County Public Schools. Bids were received on October 31, 2016.

1. **Bid participation:**

11 proposals downloaded
2 companies submitted a bid

2. **Bids were received from:**

Cintas Corporation (Frederick, MD)
UniFirst (Baltimore, MD)

3. **Other facts:**

- The contract term will be effective from date of award through December 31, 2019, with one two-year renewal option available.
- The rental clothing includes both standard as well as flame resistant work wear and will service approximately 164 individuals from five separate work divisions: Building Maintenance; Cluster Maintenance; Grounds Maintenance; Bus Garage; and Warehouse.
- Approximately \$64,065 was expended in FY16.
- The overall cost for all uniform pieces will not increase over the previous contract.
- Selection is based on a total score of each vendor's technical and cost proposals.
- This contract will be administered by Randy Connatser, Maintenance Project Manager IV.

4. **Source of funding:** FY17 Approved Operating Budget and contingent upon Board approval of FY18, FY19 and FY20 Operating Budgets.

B. **Recommendation:** Staff recommends the contract for RFP 17MISC2, Uniform Rental Services, be awarded to Cintas Corporation, Frederick, MD, per the attached Bid Tabulation, in the estimated annual total of \$63,649.56.

C. **Action taken by the Board (Purchasing use only):**

_____ Approved	_____ Denied	_____ Deferred	_____ Other	BL/kl
_____ Date	_____ Date	_____ Date	_____ Date	BOE Meeting 11.16.16

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BID TABULATION

	CINTAS CORPORATION	UNIFIRST
I. BUILDING AREAS / MAINTENANCE DEPARTMENT:	\$ 47,376.68	\$ 56,119.44
II. CENTRAL SHOPS / MAINTENANCE DEPARTMENT:	\$ 6,654.96	\$ 7,454.20
III. GROUNDS CREW / MAINTENANCE DEPARTMENT:	\$ 2,611.44	\$ 2,223.00
IV. BUS GARAGE / TRANSPORTATION DEPARTMENT:	\$ 4,520.88	\$ 3,869.84
V. WAREHOUSE:	\$ 2,485.60	\$ 2,168.40
GRAND TOTAL:	\$ 63,649.56	\$ 71,834.88

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SCORING SUMMARY

VENDOR	TECHNICAL SCORE = 70 POINTS MAX	COST SCORE = 40 POINTS MAX	TOTAL SCORE
Cintas	50.2	40	90.2
Unifirst	24.7	35.44	60.1