



Board Report

File #: 2016-0729, File Type: Contract

Agenda Number: 31.

SYSTEM SAFETY, SECURITY AND OPERATIONS COMMITTEE OCTOBER 20, 2016

SUBJECT: UNIFORM RENTAL SERVICES

ACTION: APPROVE CONTRACT AWARD

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to award a firm fixed unit rate Contract No. OP6201700 for **uniform rental services** with UniFirst Corporation, for a not-to-exceed amount of \$2,528,837.41 for the three-year base period and \$2,528,837.41 for the one, three year option, for a combined total of \$5,057,674.82 effective November 1, 2016 through October 31, 2022, subject to resolution of protest (s), if any.

ISSUE

Per the current ATU and TCU Collective Bargaining units' agreements, Metro is required to provide each of the units' employees up to 11 uniforms per employee, as well as provide laundry services for such regulation uniforms. Currently, uniform rental services are provided to over 2,300 Metro represented labor employees.

The existing uniform rental services Contract No. OP30002227 with Prudential Overall Supply will expire on March 31, 2017. To avoid uniform rental services interruption, a new contract award is required effective November 1, 2016.

DISCUSSION

Under the existing contract, uniform rental services are provided to over 2,300 Metro represented labor employees, as well as providing vehicle seat covers and laundry services for hand towels and floor mats.

Timely uniform rental, delivery, and laundry services are necessary to ensure compliance with the existing agreements between Metro and the collective bargaining units, meeting garment safety requirements for Metro represented labor employees working within safety sensitive positions, and clearly identify Metro represented labor employees with their different trades.

Although the existing contract is due to expire March 31, 2017, to avoid service interruptions, continue providing the necessary uniform rental program and services, and allow 150 calendar days

to perform all necessary administrative processes associated with contract closeout, changeover, and fitting and ordering new sets of uniforms for over 2,300 Metro represented labor employees, a new contract award is required effective November 1, 2016.

DETERMINATION OF SAFETY IMPACT

The approval of this item will ensure the supply of uniforms that clearly identify Metro represented labor employees and continue delivering safe, quality, on-time and reliable services system-wide.

FINANCIAL IMPACT

Funding of \$1,036,100 for this contract is included in the FY17 budget in multiple maintenance cost centers, account - 50215 (F/B Uniforms), projects 306002 (Bus Operations), 300022 (Blue Line Operations), 300033 (Green Line Operations), 300044 (Red Line Operations), 300055 (Gold Line Operations), 301012 (Orange Line Operations), and 300066 (Expo Line).

Since this is a multi-year contract, the cost center manager, and the Sr. Executive Officer, Maintenance and Engineering will be accountable for budgeting the cost in future fiscal years, including any option(s) exercised.

Impact to Budget

The current year funding for this action will come from the Enterprise operating fund. The source of funds for this procurement will come from Federal, State and local funding sources including sales tax and fares that are eligible for Bus and Rail Operating Projects. These funding sources will maximize the use of funds for these activities.

ALTERNATIVES CONSIDERED

Staff considered purchasing uniforms, hand towels, mats, and vehicle seat covers, along with providing in-house laundry services. This would require the hiring and training of additional personnel, purchase of additional equipment, vehicles, and supplies to support the expanded responsibility. Staff's assessment indicates this is not a cost-effective option for Metro.

NEXT STEPS


Upon approval by the Board, staff will execute Contract No. OP6201700 to UniFirst Corporation effective November 1, 2016, to provide uniform rental services to Metro represented labor employees, as well as provide vehicle seat covers and laundry services for hand towels and floor mats.

ATTACHMENTS

Attachment A - Procurement Summary
Attachment B - DEOD Summary

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Phillip A. Washington
Chief Executive Officer

PROCUREMENT SUMMARY

UNIFORM RENTAL SERVICES / OP6201700

| | | |
|----|---|--|
| 1. | Contract Number: OP6201700 | |
| 2. | Recommended Vendor : UniFirst Corporation | |
| 3. | Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order | |
| 4. | Procurement Dates: | |
| | A. Issued: July 21, 2016 | |
| | B. Advertised/Publicized: July 21, 2016 | |
| | C. Pre-Proposal/Pre-Bid Conference: August 11, 2016 | |
| | D. Proposals/Bids Due: August 31, 2016 | |
| | E. Pre-Qualification Completed: September 30, 2016 | |
| | F. Conflict of Interest Form Submitted to Ethics: September 20, 2016 | |
| | G. Protest Period End Date: October 25, 2016 | |
| 5. | Solicitations Picked up/Downloaded: 9 | Bids/Proposals Received: 2 |
| 6. | Contract Administrator: Rommel Hilario | Telephone Number: (213) 922-4654 |
| 7. | Project Manager: Alberto Garcia | Telephone Number: (213) 922-6760 |

A. Procurement Background

This Board Action is to approve a contract award in support of Facilities Maintenance to provide uniform rental services to over 2,300 Metro represented labor employees, as well as provide vehicle seat covers and laundry services for hand towels and floor mats, as outlined in Request for Proposal (RFP) No. OP31277. The existing uniform rental services contract with Prudential Overall Supply will expire on March 31, 2017.

The Diversity and Economic Opportunity Department (DEOD) recommended an 8% Small Business participation goal, inclusive of a Small Business Enterprise (SBE) and a Disadvantaged Veteran Business Enterprise (DVBE), for this procurement. Achieving the 8% goal was a condition of contract award. Proposers were required to make a commitment to utilize SBEs and DVBEs, in any combination, totaling at least 8% of the total contract price.

To educate and assist potential proposers in the uniform industry on how to comply with Metro's SBE and DVBE participation goals and solicitation requirements, two workshops were conducted prior to the release of the RFP.

On June 15, 2016, Metro hosted the first workshop for those firms that were interested in submitting a proposal for the uniform rental services program as the prime contractor. Staff provided a general overview of the Statement of Work and

discussed potential Small Business subcontracting opportunities. A total of five firms participated.

On June 24, 2016, DEOD sponsored a second workshop for potential SBE and DVBE sub-contractors whose trades correlated with the project's NAICS codes. Metro's Small Business program was discussed along with DVBE/SBE specific information within the Statement of Work. A total of nine firms attended the workshop.

The RFP was issued as a competitive negotiated procurement in accordance with Metro's Acquisition Policy. The contract type is firm fixed unit price.

Two amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on August 12, 2016, provided pre-proposal documents, new pricing sheets, and extended the proposal due date from August 24, 2016 to August 31, 2016.
- Amendment No. 2, issued on August 17, 2016, clarified the Statement of Work.

A pre-proposal conference was held on August 11, 2016. A total of two proposals were received on August 31, 2016.

The two proposers are listed below in alphabetical order:

1. Prudential Overall Supply
2. UniFirst Corporation

B. Evaluation of Proposals

The Proposal Evaluation Team (PET), consisting of staff from OMB, Facilities Maintenance, and Maintenance Division 7 met to a conduct comprehensive review of the technical qualifications of the proposals received.

The proposals were evaluated based on the following evaluation criteria and weights:

- Work Plan 40%
- Degree of Skills – Firm and Personnel Experience 20%
- Cost/Price 40%

The evaluation criteria are appropriate and consistent with criteria developed for similar services procurements. Several factors were considered when developing these weights, giving equal importance to the prime's work plan and their cost/price proposals.

During September 9 through September 16, the PET completed its independent evaluations of the proposals received. Both proposals were determined to be within the competitive range.

During the interviews on September 23, both firms had an opportunity to address the requirements of the RFP and respond to the PET’s questions.

The PET recommendation for contract award is UniFirst Corporation as shown below:

| 1 | FIRM | Average Score | Factor Weight | Weighted Average Score | Rank |
|----|--|---------------|----------------|------------------------|----------|
| 2 | UniFirst Corporation | | | | |
| 3 | Workplan | 78.33 | 40.00% | 31.33 | |
| 4 | Degree of Skills – Firm and Personnel Experience | 75.50 | 20.00% | 15.10 | |
| 5 | Cost/Price | 100.00 | 40.00% | 40.00 | |
| 6 | Total | | 100.00% | 86.43 | 1 |
| 7 | Prudential Overall Supply | | | | |
| 8 | Workplan | 78.83 | 40.00% | 31.53 | |
| 9 | Degree of Skills – Firm and Personnel Experience | 73.35 | 20.00% | 14.67 | |
| 10 | Cost/Price | 75.00 | 40.00% | 30.00 | |
| 11 | Total | | 100.00% | 76.20 | 2 |

C. Cost/Price Analysis

The recommended pricing for the Contract is deemed fair and reasonable based on adequate price competition, the ICE, and the program manager’s technical evaluation of the proposal.

| PROPOSER | PROPOSAL AMOUNT | METRO ICE | AWARD AMOUNT |
|---------------------------|-----------------|----------------|----------------|
| UniFirst Corporation | \$5,057,674.82 | \$5,426,226.00 | \$5,057,674.82 |
| Prudential Overall Supply | \$6,744,208.00 | | |

D. Background on Recommended Contractor

UniFirst Corporation

Founded in 1936, UniFirst Corporation (UniFirst) is one of North America's largest work wear and textile service companies, providing managed uniform, protective clothing, and custom corporate image apparel programs to businesses in diverse industries. In addition to outfitting more than 1.5 million workers each day, the firm strives to keep their businesses clean, safe, and healthy through their Facility Service Programs. UniFirst's mission is to be recognized as the leading provider of quality uniform and facility service programs.

For this Contract, UniFirst will operate from their Pacoima branch office which is located in the San Fernando Valley. Furthermore, UniFirst exceeded the 8% SBE goal and made a 27.22% commitment to SBE and DVBE firms for this contract. The firm's current customers include the Los Angeles Department of Water and Power, the City of Pasadena, the Los Angeles County Department of Public Works, and the City of Los Angeles Department of General Services.

DEOD SUMMARY

UNIFORM RENTAL SERVICES / OP6201700

A. Small Business Participation

The Diversity and Economic Opportunity Department (DEOD) established an 8% goal for this solicitation, inclusive of a Small Business Enterprise (SBE) and Disabled Veteran Business Enterprise (DVBE) goal in any combination. UniFirst Corporation exceeded the goal by making a 27.22% commitment, inclusive of 23.67% SBE and 3.55% DVBE.

| | | | |
|----------------------------|--------------------|----------------------------------|----------------------------------|
| Small Business Goal | 8% SBE/DVBE | Small Business Commitment | 23.67% SBE 3.55% DVBE |
|----------------------------|--------------------|----------------------------------|----------------------------------|

| | SBE/DVBE Subcontractors | % Committed |
|----|----------------------------------|--------------------|
| 1. | DI Technology Group (SBE) | 23.67% |
| 2. | Vanguard Armory (DVBE) | 3.55% |
| | Total SBE/DVBE Commitment | 27.22% |

B. Living Wage and Service Contract Worker Retention Policy Applicability

The Living Wage and Service Contract Worker Retention Policy (LW/SCWRP) is applicable to this contract. Metro staff will monitor and enforce the policy guidelines to ensure that applicable workers are paid at minimum, the current Living Wage rate of \$16.18 per hour (\$11.27 base + \$4.91 health benefits), including yearly increases of up to 3% of the total wage. In addition, contractors will be responsible for submitting the required reports for the Living Wage and Service Contract Worker Retention Policy and other related documentation to staff to determine overall compliance with the policy.

C. Prevailing Wage Applicability

Prevailing wage is not applicable to this contract.

D. Project Labor Agreement/Construction Careers Policy

Project Labor Agreement/Construction Careers Policy is not applicable to this contract.