

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 9/8/2021

Staff Report No. 21-397

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: Solicitation for Maintenance Uniform Rental and Cleaning

ACTION ITEM

RECOMMENDED ACTION(S):

Consider authorizing the release of a solicitation for a qualified vendor to provide high quality professional uniform rental and laundry cleaning services for AC Transit maintenance, materials, and print shop employees.

STRATEGIC IMPORTANCE:

Initiative - Service Quality

Providing clean, professional uniforms and cleaning materials for the Maintenance, Materials, and Print Shop employees will provide a safe, clean, and respectable work environment.

BUDGETARY/FISCAL IMPACT:

Budget information is withheld to ensure the District receives competitive cost proposals. This procurement is expected to yield a three-year (3) contract with two (2) one (1) year option periods and is regularly funded through the Operations Department budget.

BACKGROUND/RATIONALE:

AC Transit currently utilizes the services of a uniform rental supply and cleaning company to provide uniforms as defined in the Amalgamated Transit Union (ATU) and International Brotherhood of Electrical Workers (IBEW) collective bargaining agreements.

The existing five-year uniform rental supply and cleaning services contract with Prudential Overall Supply (POS) will expire on April 11, 2022. The purpose of this solicitation is to secure a new contract with a qualified vendor that will establish and manage these services for AC Transit. The vendor will be required to provide the necessary equipment and support staff to maintain the uniform rental supply and cleaning services contract that will include:

- Weekly pick-up, cleaning, and returning of clean uniforms, including shirts, pants, coveralls, and lab coats.
- Lockers for storage of uniforms.
- Provisions for commercial floor mats, assorted towels, mops, and winter jackets, as needed.

A team of three internal stakeholders, one internal project manager, and one external evaluator will select the best proposal using valuation criteria weighted 20% on the proposers understanding of the contract requirements, 20% on the provided management plan, 15% on the proposer's past performance, 5% on oral presentation, and 40% on pricing for total possible points of 100%. The District will ensure outreach for this solicitation is directed to local, small, and disadvantaged businesses.

ADVANTAGES/DISADVANTAGES:

The advantage of contracting with a vendor who specializes in uniform rentals and cleaning services is the District would not be burdened with startup costs for the purchase of new uniforms, cleaning equipment, storage lockers, and the additional labor along with administration costs for District staff to provide these services. The District would also need to hire additional staff to perform the cleaning, restocking, and provisions of these materials.

There are no disadvantages.

ALTERNATIVES ANALYSIS:

Several contractual and administrative options were considered for these services; however due to the high startup costs and logistics lead time for these types of services, the provision for a 5-year contract was deemed the most economical and beneficial for AC Transit.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 365 - Procurement Policy

ATTACHMENTS:

None

Prepared by:

Chris Durant, Assistant Director of Maintenance

In Collaboration with:

Paul Ortiz, Facilities Maintenance Manager

Roland Bustos, Materials Superintendent

Vince Bailey, Print Shop Supervisor

Michael Silk, Assistant Director of Procurement and Materials

Approved/Reviewed by:

Jill A. Sprague, General Counsel

Chris Andrichak, Chief Financial Officer

Cecil Blandon, Director of Maintenance

Fred Walls, Director of Procurement and Materials

Salvador Llamas, Chief Operating Officer