

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.