

## PROCUREMENT SUMMARY

## UNIFORM RENTAL SERVICES / OP44851-20008370

1.	<b>Contract Number:</b> OP44851-20008370	
2.	<b>Recommended Vendor:</b> Prudential Overall Supply	
3.	<b>Type of Procurement (check one):</b> <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.	<b>Procurement Dates:</b>	
	A. <b>Issued:</b> May 8, 2023	
	B. <b>Advertised/Publicized:</b> May 8, 2023	
	C. <b>Pre-Proposal Conference:</b> May 15, 2023	
	D. <b>Proposals Due:</b> June 13, 2023	
	E. <b>Pre-Qualification Completed:</b> September 13, 2023	
	F. <b>Conflict of Interest Form Submitted to Ethics:</b> June 16, 2023	
	G. <b>Protest Period End Date:</b> October 24, 2023	
5.	<b>Solicitations Picked up/Downloaded:</b> 8	<b>Bids/Proposals Received:</b> 2
6.	<b>Contract Administrator:</b> Antonio Monreal	<b>Telephone Number:</b> 213-922-4679
7.	<b>Project Manager:</b> Alberto Garcia	<b>Telephone Number:</b> 213-922-6760

**A. Procurement Background**

This Board action is to approve the award of Contract No. OP44851-20008370 to provide uniform rental services to over 2,500 labor union-represented Metro employees, which includes laundry services for uniforms, hand towels, floor mats, and seat covers. Board approval of contract award is subject to the resolution of all properly submitted protest(s), if any.

Prior to the release of a solicitation, a Systemwide Metro Connect Industry Forum Outreach event was conducted on March 16, 2022. The outreach event was advertised to existing businesses registered with Metro's Diversity and Economic Opportunity Department (DEOD). During the event, staff provided an overview detailing the new enhanced Medium Size Business Enterprise (MSZ) and Small Business Enterprise (SBE) Programs' policy for competitively negotiated procurements.

On January 13, 2023, Metro released Request for Proposal (RFP) No. OP44851 for uniform rental services. This initial solicitation was issued with a 5% SBE goal and a 3% DVBE goal. Two proposals were received by the proposal due date. However, both proposals failed to meet the SBE or DVBE commitments and were deemed non-responsive. Hence, the solicitation was canceled.

On May 8, 2023, RFP No. OP44851-2 was issued as a competitive procurement in accordance with Metro's Acquisition Policy. The proposed contract type is a firm-fixed unit rate. The Diversity & Economic Opportunity Department did not recommend an

SBE/DVBE participation goal for this procurement due to a lack of subcontracting opportunities.

Two (2) amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued May 26, 2023, extended the proposal due date.
- Amendment No. 2, issued August 10, 2023, updated Exhibit 2 – Schedule of Quantities and Prices.

A total of 8 firms downloaded the RFP and were included on the planholders' list. A virtual pre-proposal conference was held on May 15, 2023. There were no questions received for this RFP.

Two proposals were received by the due date of June 13, 2023, and are listed below in alphabetical order:

1. Prudential Overall Supply
2. UniFirst Corporation

## **B. Evaluation of Proposals**

A Proposal Evaluation Team (PET) consisting of staff from Rail Transit Facilities Maintenance Services and Facilities Contracted Maintenance Services, was convened and conducted a comprehensive technical evaluation of the proposals received.

Evaluations were conducted from June 26, 2023, through July 19, 2023.

The proposals were evaluated based on the following evaluation criteria stated in the RFP:

Phase I - Evaluation of Minimum Qualification Requirements: This is a pass/fail criteria. To be responsive to the RFP minimum requirements, proposers must meet the following at the time of proposal submittal:

- Prime contractor must have a minimum of three (3) years of experience providing uniform and laundry services;
- Proposer must own or lease a minimum of six (6) uniform delivery vehicles to provide laundry drop-off and pick-up services; and
- Proposer must have an online portal or website with a secure log-in to provide access to rental activity information.

Phase II - Weighted Evaluation: Proposers that meet the Phase 1 Minimum Qualification requirements were further evaluated based on the following criteria:

- Qualification of the Firm/Team 15%
- Qualifications and Experience of Key Personnel 20%
- Management Plan/Approach 35%
- Cost Proposal 30%

The evaluation criteria are appropriate and consistent with criteria developed for similar procurements. Several factors were considered in developing these weights, giving the greatest importance to the management plan and approach to perform the work.

At the conclusion of the evaluation process, the PET determined Prudential Overall Supply to be the highest-ranked firm.

**Qualifications Summary of Firms:**

**Prudential Overall Supply**

Prudential Overall Supply (POS), headquartered in Irvine, California, has been in business for over 90 years. It is a full-service uniform and textile laundry service company that rents, leases and sells uniforms for various municipal, industrial, and service industries. It has 38 plants, 14 service centers, and processing facilities in the cities of Commerce, Carson and Moorpark. Its clients include San Bernardino Municipal Water Department, City of San Bernardino, and Kite Pharma.

**UniFirst Corporation**

Unifirst Corporation, founded in 1936, is headquartered in Wilmington, Massachusetts. It is an international workwear and textile service company with five manufacturing plants located in the United States, Mexico, and Nicaragua. It rents, leases and sells uniforms, protective apparel, career wear, and facility service products to businesses in all industries. Existing clients in Southern California include County of Los Angeles, Moreno Valley Mall, and Kaiser Permanente.

The following is a summary of the PET scores.

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	<b>Prudential Overall Supply</b>				
3	Qualification of the Firm/Team	83.33	15%	12.50	
4	Qualifications and Experience of Key Personnel	84.45	20%	16.89	
5	Management Plan/Approach	82.51	35%	28.88	
6	Cost Proposal	95.83	30%	28.75	
7	<b>Total</b>		<b>100.00%</b>	<b>87.02</b>	<b>1</b>
8	<b>UniFirst Corporation</b>				
9	Qualification of the Firm/Team	40.00	15%	6.00	
10	Qualifications and Experience of Key Personnel	10.00	20%	2.00	
11	Management Plan/Approach	36.69	35%	12.84	
12	Cost Proposal	100.00	30%	30.00	
13	<b>Total</b>		<b>100.00%</b>	<b>50.84</b>	<b>2</b>

### C. Price Analysis

The recommended amount has been determined to be fair and reasonable based on the independent cost estimate (ICE), price analysis, fact-finding, and technical evaluation. The variance between the recommended amount and the ICE is due to an annual escalation rate of 4.25% included in the ICE versus the 1.3% escalation rate included in the recommended amount.

	Proposer Name	Proposal Amount	Metro ICE	Recommended Amount
1.	Prudential Overall Supply	\$ 6,831,717	\$ 9,391,234	\$ 6,831,717
2.	UniFirst Corporation	\$ 6,547,713		

### D. Background on Recommended Contractor

Prudential Overall Supply (POS), a privately held company established in 1932, is headquartered in Irvine, California. Its service programs include uniform rental, uniform lease, uniform purchase and cleanroom services for industrial uniform programs and related services.

POS' proposed Project Manager has 13 years of experience managing the Metro contract while other proposed key personnel have over seven years of experience working with Metro.

POS has been providing uniform rental services to Metro since 2008 and performance has been satisfactory.