



## Board Report

File #: 2015-1696, File Type: Contract

Agenda Number: 40.

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### SYSTEM SAFETY, SECURITY AND OPERATIONS COMMITTEE JANUARY 21, 2016

**SUBJECT: UNIFORM RENTAL SERVICES**

**ACTION: APPROVE CONTRACT AWARD**

#### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a three-year firm fixed unit rate **Contract No. OP4086600 for Uniform Rental Services with Prudential Overall Supply**, for a not-to-exceed amount of \$3,108,087.06 effective April 1, 2016 through March 31, 2019.

#### **ISSUE**

Per the current ATU and TCU Collective Bargaining Units' agreements, Metro is required to provide each of the units up to 11 uniforms per employee, along with uniform laundry services.

The existing uniform rental services Contract OP30002227 with Prudential Overall Supply will expire on June 30, 2016. A new contract award is required effective April 1, 2016 to avoid uniform rental service interruption and to ensure timely issuance of new uniforms to all employees.

#### **DISCUSSION**

Under the existing contract, uniform rental services are provided to over 2,300 Metro represented labor employees supporting the Metro system, as well as providing vehicle seat covers and laundry services for hand towels and floor mats. Several uniform options are provided including but not limited to coveralls, sets of shirts and pants with male or female fit options, as well as Fire Resistant garments.

Metro staff has been actively working with the contractor as well as Metro represented employees to improve service delivery through developing new procedures and improving communications among parties involved. Staff will continue to proactively work with the contractor and encourage them to explore opportunities for small business participation.

Uniform rental and laundry services are necessary to ensure compliance with safety requirements and provide a safe and clean working environment to Metro employees and the public.

Staff will continue to do outreach to the uniform industry during this contract term to attempt to find more viable bidders. This will be done with the intent to include a greater opportunity for small business involvement.

### **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 \$260,000 for this contract is included in the FY16 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 Operations will be accountable for budgeting the cost in future fiscal years including any option 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 State and local funding sources that are eligible for Bus and Rail Operating or Capital Projects. These funding sources will maximize the use of funds for these activities. This activity is part of Metro's on-going maintenance costs.

### **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 PS16407 to Prudential Overall Supply, to provide uniform rental and laundry services effective April 1, 2016.


### **ATTACHMENTS**

Attachment A - Procurement Summary  
Attachment B - DEOD Summary

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