



## Board Report

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**File #:** 2023-0557, **File Type:** Contract

**Agenda Number:** 32.

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### OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE OCTOBER 19, 2023

**SUBJECT: UNIFORM RENTAL SERVICES**

**ACTION: APPROVE CONTRACT AWARD**

#### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a firm fixed unit rate Contract No. OP44851-20008370 to Prudential Overall Supply, to provide uniform rental services, for a not-to-exceed (NTE) amount of \$3,256,271 for the three-year base period and \$3,575,446 for the one, three-year option, for a total combined NTE amount of \$6,831,717, effective December 1, 2023, subject to the resolution of all properly submitted protest(s), if any. Include an additional \$267,000 in contract authority for closeout activities from Prudential Overall Supply's existing contract.

#### **ISSUE**

The existing uniform rental services Contract No. OP671430003367 with Prudential Overall Supply expires December 31, 2023. To ensure service continuity, a new contract award is required effective December 1, 2023.

#### **BACKGROUND**

On January 26, 2017, the Metro Board of Directors approved the award of a firm fixed unit rate Contract No. OP671430003367 for uniform rental services with Prudential Overall Supply, to provide uniform rental services for approximately 2,300 employees working throughout 24 Metro locations, as well as providing vehicle seat covers and laundry services for hand towels and floor mats.

During the life of the contract and to support Metro's system expansion projects, uniform rental services were expanded to include three (3) additional locations for the K Line (C/LAX) Division 16, and Maintenance of Way (MOW) Locations 64 and 67, with over 200 new employees, for an updated total of over 2,500 employees serviced systemwide, throughout 27 Metro locations.

Timely uniform rental, delivery, and laundry services are necessary to ensure compliance with the existing agreements between Metro and the collective bargaining units, to meet garment safety requirements for Metro-represented labor employees working within safety-sensitive positions, and to

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clearly identify Metro-represented labor employees within their different trades. Metro is required to provide each of the units' employees with up to 11 uniform sets per employee, as well as provide laundry services for such regulation uniforms. Employees are issued different colors, materials, and types of garments based on their job classification and type of work performed, including but not limited to short or long-sleeve shirts, coveralls, and flame-resistant uniforms. Female cut and pregnancy stretch pants are also available upon request.

## **DISCUSSION**

Under the new contract recommended for award, the contractor is required to provide new sets of uniforms, including coordinating the fitting of over 2,500 employees, purchasing over 55,000 new garments, and delivering these new uniforms to 27 locations while collecting and accounting for existing uniforms as part of existing contract closeout activities. These actions are necessary to ensure timely issuance of uniforms to Metro represented employees in accordance with Collective Bargaining Units' agreements.

## **DETERMINATION OF SAFETY IMPACT**

The approval of this item will ensure compliance with the existing agreements between Metro and the collective bargaining units, meet garment safety requirements for Metro-represented labor employees working within safety-sensitive positions, and clearly identify Metro-represented labor employees within their different trades.

## **FINANCIAL IMPACT**

Funding of \$714,904 for uniform rental services for the remainder of FY24 is allocated under cost center 8370 - Facilities Contracted Maintenance Services, account 50308, Service Contract Maintenance, under various projects.

Since this is a multi-year contract, the cost center manager, Deputy Chief Operations Officer, Shared Mobility will be accountable for budgeting the costs for future years.

### **Impact to Budget**

The current source of funds for this action includes State and Local sources that are eligible for Bus and Rail operations activities.

## **EQUITY PLATFORM**

Staff are issued uniforms based on their job classification and the type of work they perform. Cut and material to accommodate gender diversity and pregnancy are also available upon request.

As part of this 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

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provided an overview detailing the new enhanced Medium Size Business Enterprise (MSZ) and Small Business Enterprise (SBE) Programs' policy for competitively negotiated procurements.

The Metro DEOD did not establish a Small/Disabled Veteran Business Enterprise (SBE/DVBE) participation goal for this procurement due to a lack of subcontracting opportunities. Although SBE/DVBE goals were not established for this project, Metro will continue to encourage bidders/proposers to perform outreach and utilize SBE/DVBE firms.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

This Board action supports Strategic Goal 5: Provide responsive, accountable, and trustworthy governance within the Metro organization. Performing ongoing uniform rental services will ensure compliance with the existing agreements between Metro and the collective bargaining units, meet garment safety requirements for Metro-represented labor employees working within safety-sensitive positions, and clearly identify Metro-represented labor employees within their different trades.

### **ALTERNATIVES CONSIDERED**

The Board may elect not to approve this recommendation. This option is not recommended as it would result in a gap in service, impacting Metro's agreements with collective bargaining units, employee safety, cleanliness, operations, and customer experience.

With the completion of a financial-based insourcing/outourcing study based on a quantitative and qualitative assessment, staff has analyzed insourcing/outourcing options for uniform rental services, among other services. Based on the findings, uniform rental services were not recommended for insourcing as it would require Metro to renegotiate the existing agreements between Metro and the collective bargaining units, remove the requirement for uniform rental services, along with purchase of a large quantity of garments, additional equipment, vehicles, and supplies to provide uniforms.

### **NEXT STEPS**

Upon approval by the Board, staff will execute Contract No. OP44851-20008370 with Prudential Overall Supply to provide uniform rental services for labor-represented Metro employees, as well as provide vehicle seat covers and laundry services for hand towels and floor mats, effective December 1, 2023.

### **ATTACHMENTS**

Attachment A - Procurement Summary

Attachment B - DEOD Summary

Prepared\_by

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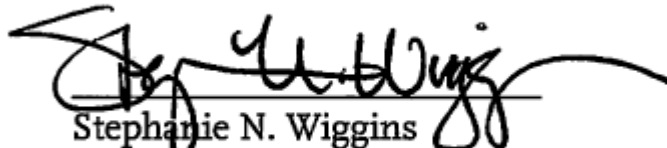
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