



"...meeting community needs...enhancing quality of life."

FINANCE DEPARTMENT
100 N. APPLETON STREET
APPLETON, WI 54911

MEMO

To: Chairperson Kathy Plank and Members of the Finance Committee
From: Jeff Fait, Purchasing Manager
Date: December 13, 2016
Re: Recommendation to Award Contract for Rental and Cleaning of Uniforms and Related Items to UniFirst Corporation

Background

The current city-wide contract, awarded to UniFirst Corporation in 2012, expires on January 31, 2016. The proposed new contract would be for a base term of three years, with one additional two year extension possible. The projected annual cost of these services is approximately \$35,000.

RFP Process

The RFP (Request For Proposals) contained an extensive list of requirements, terms and conditions, and requests for information. Three responsive proposals were received and evaluated by a 4-member Uniform Team based upon pre-established criteria covering factors including qualifications, service policies and price. Proposals were scored individually and collectively, and ranked according to total score as follows (490 pts. possible):

- | | |
|-------------------------|------------|
| 1) UniFirst Corporation | 370 points |
| 2) Cintas | 315 points |
| 3) Aramark | 290 points |

Conclusion

Following the proposal evaluation, the Team arrived at the unanimous decision to recommend award to UniFirst Corporation. Over the past twelve years UniFirst has demonstrated their ability to service the City of Appleton and a commitment to addressing issues as they arise and maintaining the high quality standards we have set. Additionally, this contract will provide continuity and cost stability while eliminating the need for a costly and time consuming change in uniform vendors.

If you have any questions regarding this recommendation, please contact Jeff Fait at 832-6311. Thank you for your consideration.