

**COUNCIL ACTION FORM**

**SUBJECT: FIRE RETARDANT UNIFORM RENTAL CONTRACT FOR ELECTRIC SERVICES**

**BACKGROUND:**

The City provides Fire Retardant (FR) work uniforms for Electric Services staff as an important safety measure. These uniforms are secured through a clothing rental agreement, which includes rental and laundering of FR uniform shirts and jeans. A core element of the services is to comply with the latest safety standards as stated in the 2012 National Electrical Safety Code (NESC).

A Request for Proposal (RFP) was issued to thirty uniform companies with responses received from three firms. A committee comprised of City staff members evaluated and ranked the proposals. Each proposal was evaluated based on the following criteria: Meeting the technical specifications (safety standards, laundering, measuring, embroidering, repairs, replacement of clothing), performance on prior City contracts, responses from references, ability to meet delivery schedule times including management of the inventory, and overall cost of the service. Per the proposal scoring, each criterion was weighted and given a score based on a scale of 1 to 5. The overall average scores, with a maximum possible of 100, were as follows:

<b>Company</b>	<b>Overall Average Points</b>	<b>Rank</b>	<b>Fee Proposal (36-months)</b>
Cintas Corporation, Grimes, IA	84.76	1	\$68,684
Phelps, Muscatine, IA	67.86	2	\$73,143
G & K Services, Des Moines, IA	54.67	3	\$37,830

The three bidders each provided a brief description of their service representative's responsibilities and availability, uniform laundering process; process for measuring, repairing and replacing uniforms; and inventory control to maintain FR quality assurance. The RFP required a one year contract with four optional 12-month renewals. However, Cintas Corporation offered a 36-month term with two one-year renewals. It is critical to day-to-day operations to ensure the Electric Services Department maintains and complies with the latest safety standards as stated in the 2012 NESC code. Under a 36-month contract with Cintas Corporation, the FR Rental Uniform Services would allow the service to continue on an annual basis without the disruption of service annually.

Each of the three firms' proposals demonstrated experience in FR Rental Uniform programs. Through the evaluation process, Cintas Corporation provided documentation and samples of their tracking program which exceeded the other vendors. Cintas provides a tracking program which scored above the other Companies based on our criteria to comply with the latest safety standards as stated in the 2012 NESC code. Vendor references provided excellent responses to Cintas Corporation in customer service, delivery, invoicing, and response times.

The pricing component of the analysis is skewed to some respect, since G&K Services is currently the City's provider of FR Rental Uniforms. Unlike the other Vendors, G&K Services has already made the initial investment of uniform sets for each employee to start the program. Both Cintas and Phelps have insurance on their garments, weekly service charges, and start-up costs factored in with changing to a new contracted vendor for uniforms. G&K Services does not. **G&K Services has held the contract for the past five years and has not performed to several of the standards specifically stated in the contract.**

Based on the objective scoring and a unanimous decision by the evaluation team, it is recommended that this contract be awarded to Cintas Corporation. The evaluation team ranked Cintas highest due to their responses from references, their ability to meet delivery schedule, and their management of inventory for the City's FR Rental Uniform services.

**Funding for FR clothing is available in the FY 16/17 budget, which has \$29,500 approved. While the contract is for 3 years, the agreement contains language that allows the City to cancel the contract if funds for this service are not appropriated by the Council each year.**

**ALTERNATIVES:**

1. Approve the 36-month contract with Cintas Corporation, Grimes, IA, for FR Uniform services for the Electric Services department in the amount of \$68,684.
2. Direct the staff to negotiate a contract for FR Uniform services with one of the other companies that submitted a proposal to the City.
3. Do not award contract a Fire Retardant Rental Uniform Contract.

**MANAGER'S RECOMMENDED ACTION:**

Performance under the current contract with G&K Clothing has not been satisfactory. Since this RFP was not a public improvement project, the City Council has latitude to award the bid to any of the bidders. After evaluating the scope of services offered by each firm, Cintas Corporation of Grimes, Iowa, was identified as providing the best value for services received under the contract. The 36-month contract offers the technology to manage the inventory and assure compliance with appropriate safety requirements for Electric Services.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 as stated above.