



## Interoffice Memorandum

January 31, 2018

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Troy Layton, Manager, Utilities Field Services Division  
407-254-9794

SUBJECT: Award of Invitation for Bids Y18-152-KB, Uniform Rental and  
Laundry Services

### ACTION REQUESTED:

Approval to award Invitation for Bids Y18-152-KB, Uniform Rental and Laundry Services, to the low responsive and responsible bidder, UniFirst Corporation, in the estimated annual contract award amount of \$105,366.40. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

### PROCUREMENT:

To provide the Utilities Field Services Division with uniform rental and laundry services for Field Services staff.

### FUNDING:

Funding is available in account number 4420-038-1347-4175.

### APPROVALS:

The Utilities Department and Business Development Division concur with this recommendation.

### REMARKS:

This requirement was previously solicited as Invitation for Bids Y17-1074 and Y17-1138; both solicitations were unsuccessful due to limited competition and firms unable to comply with the scope of services.

Two bids were received in response to this Invitation for Bids and were evaluated for price, responsiveness, and responsibility. Aramark Uniform Services was deemed non-responsive because the bid response form was incomplete.

Staff conducted queries to potential bidders who declined to respond and received only one response from Cintas Corporation, who indicated that they were unable to comply with our indemnity provisions.

The bid submitted by UniFirst Corporation has been determined to be responsive and responsible. The price is considered reasonable based on a line-by-line analysis comparing the unit prices to a comparable National Joint Powers Alliance Cooperative contract.

Therefore, award is recommended to UniFirst Corporation.

Bid Tabulation is as follows:

<u>VENDOR</u>	<u>TOTAL ESTIMATED BID</u>
UniFirst Corporation	\$105,366.40
Aramark Uniform Services	Non-Responsive



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

December 12, 2017

TO: Kathy Bozeman, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y18-152-KB, Uniform Rental and Laundry Services for Utilities**

The Business Development Division evaluated the **1 bid** submitted for this project and found that **the bidder is not** an Orange County Certified Minority Women Business Enterprises. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division