

Date: May 22, 2013

To: Board of Directors

From: Neil McFarlane



**Subject: RESOLUTION 13-05-34 OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET)
AUTHORIZING A CONTRACT WITH DENNIS UNIFORM
MANUFACTURING COMPANY FOR SUPPLY OF TRANSPORTATION
EMPLOYEE UNIFORMS**

1. Issue or Purpose of Item

The purpose of this item is to request that the TriMet Board of Directors (Board) adopt a resolution authorizing the General Manager to execute a contract with Dennis Uniform Manufacturing Company (“Dennis Uniform”) for supply of Transportation employee uniforms.

2. Reason for Board Action

Board authorization is required for all goods or services contracts obligating TriMet to pay in excess of \$500,000.

3. Background

TriMet provides uniforms for approximately 1,400 Transportation employees (1,235 Operators and 175 supervisory personnel). Each uniformed employee is issued a \$215 annual uniform allowance, who then uses the allowance to purchase initial and replacement uniform items from the District's contracted supplier of Transportation uniform items. The District requires its uniforms supplier to allow employees to order uniform items via the Internet, or by telephone, or by visiting a store maintained by the supplier. The supplier is required to maintain records for each uniformed employee, including sizes, a history of all uniform transactions, and the uniform allowance balance, in an electronic database shared with TriMet's project manager of the contract.

In January 2006, the Board authorized a seven-year contract for supply of Transportation employee uniforms. That contract, which is with Dennis Uniform, will expire June 30, 2013.

TriMet issued a Request for Proposals (“RFP”) on February 15, 2013. Twenty-three vendors registered on e-bid for this solicitation. Proposers were invited to attend a sample viewing of uniform items, which was held February 28, 2013 at TriMet's Holladay Street offices. Three uniform supply companies were represented at the viewing: Aramark Uniform Services, Blumenthal Uniforms, and Dennis Uniform. On March 29, 2013, one proposal was received, from Dennis Uniform.

A Source Evaluation Committee (SEC) comprised of TriMet staff evaluated the proposal based on the criteria set forth in the RFP, which included qualifications of the proposer and staff, references, sustainability practices, workforce diversity, and technical quality of the proposed work plan. The SEC determined Dennis Uniform's proposal to be fully responsive and responsible, including a work plan to assure quality of customer service, delivery methods and time, and custom sizing, and fair and reasonable pricing for all uniform items. In addition, Dennis Uniform submitted all required documentation and took no exceptions to the contract requirements, other than appropriate suggestions of updates to certain uniform specifications.

The SEC considered Dennis Uniform responsive to the RFP's workforce diversity criterion. Dennis Uniform is headquartered in Portland, Oregon and is one of the last uniform manufacturing companies in the United States. Currently their workforce is comprised of 71% women and 23% minority. In addition to their in-house operations, Dennis Uniform partners with local women-owned businesses for uniform design and prototype pattern making, although those companies are not currently certified with the State of Oregon. The State of Oregon's directory was reviewed and no readily available uniforms subcontracting opportunities appear to exist. However, staff recognizes the importance of inclusion in contracting and is committed to working with this contractor to explore additional areas that may exist for contracting opportunities with D/M/W/ESBs.

The SEC considered Dennis Uniform responsive to the RFP's sustainability criterion, as it has committed to a number of green initiatives, including eliminating plastic bags by 2015, subsidizing public transportation for its employees, donating unsold or obsolete apparel to charitable causes, and flexible work schedules for employees who are able to perform their job functions at home.

The proposed contract has a three-year base term, with four additional option years. Dennis Uniform's submitted prices for uniform items totaling \$304,116 annually, or \$982,348 over the three-year base term, or \$2,128,812 over the full seven-year term, for TriMet's current estimated annual requirements. The proposed contract's prices were determined to be fair and reasonable in comparison to staff's independent cost estimate. This is a requirements contract, so actual costs will be based on the agency's actual requirements for uniform items over the contract term. The proposed contract allows for adjustments to pricing during the contract term subject to negotiation based on documented changes to direct material or labor costs. Total contract costs will be based on actual agency requirements and final option year(s) pricing.

Staff hereby requests by this Resolution that the Board authorize the General Manager to execute, at his discretion, future modifications to the year three base contract, for option years four through seven. Funds for this contract are budgeted under the annual operating budget of TriMet's Operations Support department.

4. Options, if any

The Board could opt not to approve the contract. However, staff has determined Dennis Uniform's proposal to be fully responsive and responsible, and their pricing fair and reasonable. The proposed contract effectively continues uniform services at current pricing and quality levels, except for inflation adjustment.

Although only one proposal was received for these services, re-solicitation would be unlikely to obtain proposals superior to Dennis Uniform's proposal in either quality or price. Dennis Uniform has proved to be a responsible contractor in supplying uniforms for TriMet Transportation employees.

5. Recommendation

The General Manager recommends the Board adopt the Resolution.

RESOLUTION 13-05-34

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING
A CONTRACT WITH DENNIS UNIFORM MANUFACTURING
COMPANY FOR SUPPLY OF TRANSPORTATION EMPLOYEE
UNIFORMS**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a three-year contract with four additional one-year options, with Dennis Uniform Manufacturing Company for supply of Transportation employee uniforms (“Contract”); and

WHEREAS, the total amount of the Contract shall exceed \$500,000; and

WHEREAS, the TriMet Board of Directors (Board), by Resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve goods and services contracts obligating TriMet to pay in excess of \$500,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Contract shall be in conformance with applicable laws.
2. That the General Manager is authorized to execute the Contract.

Dated: May 22, 2013

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:

Legal Department