

City of League City, Texas

Uniform Rental Services for Various City Departments

RFP #17-006

Vendor: UniFirst

Index

1. Cover page
2. Tab A – Qualifications and Experience
3. Tab B – Company's Fee
4. Tab B Continued – Pricing Spreadsheet with quantities and lost/damage rates for products
5. Tab C – References
6. Tab C – References Continued
7. Tab D – Conflict of Interest Questionnaire
8. Bidder Certification and Addenda Acknowledgment
9. Contractor's Capacity to Perform
10. Supplier Information Form
11. Vendor Agreement Approval

Original

Qualifications and Experience

- i. UniFirst was started as National Overall Dry Cleaners in Boston, 1936. In 1983 UniFirst went public on the NYSE. UniFirst acquired Texas Industrial Services in 1987, and was established as a dominant market leader in Texas. UniFirst is a provider of direct sale, rental, and laundry of managed workwear. UniFirst also provides floor care products, restroom products, and cleaning chemicals.
- ii. UniFirst Houston has serviced with success the City of League City. The relationship was temporarily ended as result of a bid. UniFirst is currently servicing other municipalities in the area which will be listed in the references section of this document. We possess the personnel, equipment, and vehicles to service League City, Texas, and meet all cleaning and delivery needs. Our state of the art distribution center is located in Owensboro, Kentucky between the main hubs of both UPS and FedEx allowing UniFirst a 3 day turn around on most new garments. Both the Houston Facility and the distribution center are ISO certified.
- iii. The following packet located behind the proposal includes the Texas BuyBoard Vendor Profile (which was used for pricing), and a UniFirst fast facts sheet (which supports some of the information listed above).

Company's Fee

- If awarded the bid UniFirst Houston will offer 20% discount year round on all items in the most current direct sale catalog. The rental pricing proposed is following the Texas BuyBoard rates, and additional volume will not offer additional discounts
- Replacement Cost – The damage charges are listed on the following spreadsheet. Garments replaced as a result of normal wear and tear will be replaced at no cost to City of League City (aside from emblem and preparation fee).
- Prep Charges – Garment Prep \$0.75 per piece
 - Employee Name Emblem \$1.50
 - Embroidered Company Logo Emblem \$3.50
 - Direct Embroidery Name and Logo \$5.50
- Restocking/Exchange Fees – Restocking Fees only apply for 90 days of employee being added to the invoice.
 - Restocking/Exchange fee \$2.25
- Special Size Fee – Special size fee applies to 2x and above shirts, 44 and up waist, inseam exceeding 35". Special size fee is NOT recurring.
 - One-time fee of \$2.00 per garment.
- Unreturned inventory charges – listed on the following spreadsheet under the lost/damage column.
- Service Charges – The only recurring service charge is the DEFE (Delivery, Environmental, Fuel, and Energy).
 - DEFE is \$3.00 per service invoice.
- All Uniform insurance programs are 100% voluntary, and can be added or removed at any time.
 - Ongoing Emblem \$0.06 per garment (prevents emblem fees from being charged)
 - Ongoing Preparation \$0.06 per garment (prevents garment preparation fees)
 - Garment Maintenance Prevents Damage Charges.
 - Shirts \$.10/piece
 - Poly/Cotton Pants \$.10/piece
 - Jeans \$.18/piece
 - Coveralls \$.19/piece
- Special Considerations
 - All direct embroidered polo shirts are non-standard and will need to be purchased at lost/damage rates listed on following spreadsheet.
 - Scrapped Terry cloth rags are sold by UniFirst in bags of 20 (not by weight), and are priced as such.

ITEM	CATEGORY	EST WEEKLY QUANTITIES	LOST & DAMAGE	WEEKLY RENTAL	WEEKLY TOTAL
1	Long Sleeve Shirts 65/35	659	\$ 11.82	\$ 0.19	\$ 125.21
2	Short Sleeve Shirts 65/35	522	\$ 9.86	\$ 0.16	\$ 83.52
3	Pants - 65/35	554	\$ 15.96	\$ 0.24	\$ 132.96
4	Pants - Denim	637	\$ 16.85	\$ 0.36	\$ 229.32
5	Long Sleeve Shirts - Oxford	13	\$ 15.24	\$ 0.31	\$ 4.03
6	Short Sleeve Shirts - Oxford	46	\$ 13.92	\$ 0.29	\$ 13.34
7	Coveralls	2	\$ 25.07	\$ 0.48	\$ 0.96
8	Long Sleeve Shirts - Cotton	8	\$ 15.54	\$ 0.34	\$ 2.72
9	Terrycloth Towels	Varies	\$ 0.75	\$ 0.16	Varies
10	Shop Towels (Red)	100	\$ 0.49	\$ 0.08	\$ 8.00
11	Bag Racks	Varies	\$ 9.23	\$ -	NC
12	Laundry Bags	1	\$ 4.00	\$ 0.25	\$ 0.25
13	Mats - 3x4 Charcoal/Heather	5	\$ 92.67	\$ 1.82	\$ 9.10
14	Mats - 3x5	9	\$ 92.67	\$ 1.82	\$ 16.38
15	Mats - 4x6	3	\$ 141.87	\$ 2.86	\$ 8.58
16	Mat - 3x10 Charcoal/Heather	1	\$ 189.47	\$ 3.64	\$ 3.64
17	Scraper - 3x5	2	\$ 129.36	\$ 2.44	\$ 4.88
18	Safety Mats - 3x5	5	\$ 121.86	\$ 2.34	\$ 11.70
19	SYPO Individual Hand Spray	1	NA	\$ 6.14	\$ 6.14
20	Long Sleeve Shirts - Striped	11	\$ 14.25	\$ 0.27	\$ 2.97
21	Short Sleeve Shirts - Striped	11	\$ 12.30	\$ 0.23	\$ 2.53
22	Polo Shirts - 100% Poly	152	\$ 13.70	\$ 0.31	\$ 47.12
23	T-Shirts - Cotton	22	\$ 10.01	\$ 0.24	\$ 5.28
24	Cargo Shorts	13	\$ 18.38	\$ 0.39	\$ 5.07
25	Scrapped Terrycloth Rags	20	NA	\$ 0.16	\$ 3.20

References

City of La Marque

1101 Bayou Rd.

La Marque, TX 77568

Contact: Vanesha Henderson

Phone Number: 409-938-9280

Goose Creek ISD

3401 N. Main St.

Baytown, TX 77521

Contact: Denise Martinez

Phone Number: 281-420-4444

City of Texas City

1801 9th Avenue North

Texas City, TX 77590

Contact: Debbie (Deborah) Gurka

Phone Number: 409-643-5950

City of Galveston

823 Rosenberg St.

Galveston, TX 77550

Contact: Gwen Pope

Phone Number: 409-797-3574

References Cont.

City of Mont Belvieu

10050 Perry Ave.

Mont Belvieu, TX 77523

Contact: Gayla Pomykal

Phone Number: 281-576-6147

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

UniFirst

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

NA

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

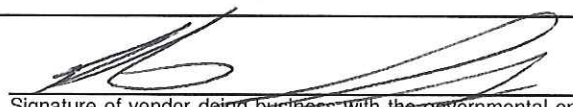
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 
Signature of vendor doing business with the governmental entity

11/14/16
Date








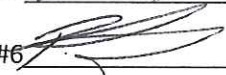
BIDDER CERTIFICATION AND ADDENDA ACKNOWLEDGEMENT

By signature affixed, the bidder certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the anti-trust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such fine of business.

Bidder has examined the specifications and has fully informed themselves as to all terms and conditions. Any discrepancies or omissions from the specifications or other documents have been clarified with City representatives and noted on the bid submitted.

Bidder guarantees product offered will meet or exceed specifications identified in this RFP.

Bidder must initial next to each addendum received in order to verify receipt:

Addendum #1		Addendum #2		Addendum #3	
Addendum #4		Addendum #5		Addendum #6	

Bidder Must Fill in and Sign:

NAME OF FIRM/COMPANY: Unifirst

REPRESENTATIVE's NAME: Robert Shumway


REPRESENTATIVE's TITLE: Sales Manager

MAILING ADDRESS: 9019 Railwood Dr.

CITY, STATE, ZIP: Houston, TX, 77078

PHONE & FAX NUMBERS: 713-635-1100 phone 713-635-2747 fax

E-MAIL ADDRESS: robert.shumway@unifirst.com

AUTHORIZED SIGNATURE: 

DATE: 11/14/16



CONTRACTOR'S CAPACITY TO PERFORM

Based on the provider's response to this solicitation, please identify dedicated resources available for contract fulfillment (use extra pages as necessary):

Availability to perform: Rental + direct sale uniforms, mats, towels,
rags, and laundry services. Nothing additional required. (Include any additional
personnel or equipment/assets contractor will acquire to complete contract performance)

Equipment and operational items:

Laundry facility in Houston, TX. Route trucks +
spare route trucks. Scanners for inventory management. (Identify by quantity
and type any equipment/assets allocated to contract performance)

Personnel: Route Sales Representative: John Silva, District

Service Manager: Travis Hayden, CSR: Aliz Gomez (Identify by quantity
and category any personnel assigned to contract performance)

Other Resources: We have a stocked distribution center in
Owensboro, Ky. 3 day turn-around on new garments.
(Identify any other resources to be allocated to complete contract performance)





SUPPLIER INFORMATION FORM

COMPANY'S FULL BUSINESS NAME:	UniFirst Corporation
PHYSICAL ADDRESS:	9019 Railwood Dr. Houston, TX 77078
PHONE #:	713-635-1100 (office)
FAX #:	713-635-2747
CONTACT PERSON:	Robert Shumway
PHONE #:	832-574-3606 (cell)
REMITTANCE ADDRESS:	9019 Railwood Dr. Houston, TX 77078
PHONE #:	
FAX #:	
CONTACT PERSON:	
PHONE #:	
PAYMENT TERMS DISCOUNT:	
COMPANY TAX ID#:	74 2861951

Vendor Agreement Approval

As the representative of UniFirst, Houston, I Robert Shumway have read the vendor agreement, and no changes will be necessary.



Robert Shumway

11/14/16