

SUBJECT

Maintenance and Infrastructure Department Uniform Services

RECOMMENDED ACTION

To authorize the President and CEO to exercise a two-year option for Maintenance and Infrastructure department uniform services with Mission Linen Supply for a total authorization amount not to exceed \$154,780.

BACKGROUND

In accordance with Article 49 Section 8B of the agreement between Amalgamated Transit Union (ATU), Local 1277, and Long Beach Transit (LBT), the agency provides uniform and uniform laundry services for its Maintenance and Infrastructure employees.

LBT contracts with a third party vendor to provide uniform services. It is LBT's policy to review contracts prior to the end of its term and determine whether or not to continue the service, issue a Request for Proposal (RFP) or discontinue the service.

Immediately prior to the end of the previous contract's term, LBT evaluated the supplier's performance and determined their service levels/performance did not meet LBT's expectations. Therefore, LBT issued an RFP for uniform services.

In August 2016, LBT negotiated a six-year agreement with Mission Linen Supply for Maintenance and Infrastructure employee uniform services.

In October 2016, LBT executed the first year of the agreement at a cost of \$61,946. The goal was to monitor the vendor's ability to meet the requirements of the agreement. At the end of the first year, LBT added high-visibility stripes to its Maintenance and Infrastructure employee uniforms.

In October 2017, LBT entered into an additional one-year agreement with Mission Linen Supply at a cost of \$61,745. LBT evaluated Mission Linen Supply's performance and found that they met and exceeded the contract requirements.

The current one-year agreement expires on September 30, 2018. There are two, two-year options available for LBT to exercise. LBT is recommending to exercise the first two-year option with Mission Linen Supply.

PROCUREMENT

LBT issued an RFP to several qualified firms and received five qualified proposals. The proposals were evaluated based on the following criteria: experience and qualifications; staffing;

work plan and customer support; garment quality and appearance; and price. The combined technical score and overall cost rates of Mission Linen Supply resulted in its selection.

Mission Linen Supply, located in Chino, California, was found to be responsive and responsible by LBT's Purchasing department.

LBT's Purchasing department awarded the initial two years of the contract in one year increments to ensure that Mission Linen Supply could provide uniform services to LBT's expectation.

LBT is recommending to exercise the first, two-year option at a total authorization amount not to exceed \$154,780.

In 2020, LBT will have the ability to exercise an additional two-year option at a cost of \$163,310.

DBE/SBE PARTICIPATION

A Small Business Enterprise (SBE) goal for the solicitation was not identified, as the SBE program had not been established at the time the contract was solicited.

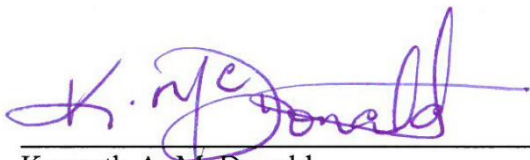
ALTERNATIVES CONSIDERED

The Board may choose not to award this contract, resulting in the current supplier contract expiring on September 30, 2018. However, staff does not recommend this option as LBT has an agreement with ATU, Local 1277, to provide uniform services to its Maintenance and Infrastructure employees.

BUDGETARY/FISCAL IMPACT

Staff is requesting LBT's Board of Directors to authorize the President and CEO to exercise a two-year option for Maintenance and Infrastructure department uniform services with Mission Linen Supply for a total authorization amount not to exceed \$154,780.

Funds for this contract were included in the Fiscal Year 2019 Operating Budget.



Kenneth A. McDonald
President and Chief Executive Officer