

W. S. D. I.

**AGENDA COVER MEMORANDUM**

**Agenda Date:** February 2, 2005

**TO:** Board of County Commissioners

**DEPARTMENT:** Management Services

**PRESENTED BY:** Gail Murray, Purchasing Manager

**SUBJECT:** N THE MATTER OF AWARD OF BID #LCP 2004-09 FOR REQUIREMENTS PURCHASE OF INDUSTRIAL LINEN SERVICES

**1. PROPOSED MOTION: MOVE TO ACCEPT BID FOR LCP 2004-09 FOR REQUIRMENTS PURCHASES OF INDUSTRIAL LINEN SERVICES FROM ARAMARK UNIFORM SERVICES FOR THE PRICES BID**

**2. ISSUE/PROBLEM:**  
Lane County departments require the services of qualified vendors for the provision of industrial linen services. As the agreement is estimated to be approximately \$20,000 per year, a formal bid was prepared for a new three-year contract for the services.

**3. DISCUSSION:**

**3.1 Background.**

A bid for the purchase of industrial linen was prepared and advertised in the Register Guard on October 3, 2004. In response to the Invitation for Bid, two bids were received, as listed on the Bid Opening Recap Sheet.

**3.2 Analysis.**

The bids were evaluated by the Purchasing Manager for conformance to bid specifications and requirements. The bid submitted by Aramark Uniform Services Inc. was determined to meet the bid specifications and had the lowest total cost.

### 3.3 Alternatives/Options.

- 1) Award the bid to the lowest responsive bidder, Aramark Uniform Services, for the prices bid;
- 2) Do not approve the order, thereby ending the usage of a contract for the service. This would require individual departments to solicit quotes for the service on an on going basis, which would not be cost effective;
- 3) Re-bid the service

### 3.4 Recommendation.

It is recommended that award of Bid LCP 2004-09 be made to the lowest responsive bidder, Aramark Uniform Services, based on conformance to bid specifications; a three year contract be signed by the vendor; and the County Administrator be authorized to execute the contract.

### 3.5 Timing.

It is anticipated that a new contract will be executed by February 2005. Since the recommended vendor is the current provider, there will be no disruption of service or need to change inventory.

## **4. IMPLEMENTATION/FOLLOW-UP:**

Following approval of the bid award, a contract will be signed by the vendor and delivered to the County Administrator for execution.

## **5. ATTACHMENTS:**

Board Order  
Bidder's Proposal  
Bid Opening Recap Sheet  
Bid Cover Sheet

IN THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AWARD OF BID LCP  
CONTRACT FOR INDUSTRIAL LINEN 2004-  
09 FOR REQUIREMENTS PURCHASE  
SERVICES.

**WHEREAS**, at the duly authorized time and place on October 27, 2004, Gail Murray, Purchasing Manager, under authority of Lane Manual Chapter 21, opened bids on the following:

**LCP 2004-09 FOR REQUIREMENTS PURCHASE OF INDUSTRIAL LINEN SERVICES**

**WHEREAS**, the lowest responsive bid was received from Aramark Uniform and the Purchasing Manager recommends that the bid be accepted; therefore it is hereby

**ORDERED** that the bid received from Aramark Uniform Services be accepted as recommended; and it is further

**ORDERED** a three year contract be awarded to Aramark Uniform Services; in accordance with bid specifications; and that the County Administrator be authorized to sign the contract.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2005

---

Chair, Board of County Commissioners

**IN THE MATTER OF AWARD OF BID LCP 2004-09 FOR REQUIREMENTS  
PURCHASE OF INDUSTRIAL LINEN SERVICES**

APPROVED AS TO FORM

Date: 11/25/05 Lane County

*[Signature]*

OFFICE OF LEGAL COUNSEL



---REVISED ATTACHMENT 2  
(TRANSFER TOTAL TO ATTACHMENT 1)

**PROPOSAL - UNIT PRICE ATTACHMENT PAGE 1 of 2**  
**THESE PAGES MUST BE RETURNED WITH THE BID PROPOSAL PAGE:**

Item Description	Replacement Cost (Per Unit) (Column A)	Estimated Annual Volume (Column B)	Unit Price Per Pickup And Laundry (Column C)	Extended Total Column A + Result of (B X C)
Coveralls - Cotton	24 <sup>00</sup>	2,000	.76	1544 <sup>00</sup>
Coveralls - Synthetic	24 <sup>00</sup>	3,000	.70	2124 <sup>00</sup>
Denim Shop Apron	2 <sup>00</sup>	500	.24	122 <sup>00</sup>
Dust Mop - 18"	2 <sup>00</sup>	500	.55	277 <sup>00</sup>
Dust Mop - 24"	3 <sup>00</sup>	500	.75	378 <sup>00</sup>
Dust Mop - 30"	3 <sup>00</sup>	1,000	.78	783 <sup>00</sup>
Dust Mop - 42"	4 <sup>00</sup>	500	.98	494 <sup>00</sup>
Industrial Pants	12 <sup>00</sup>	1,000	.39	402 <sup>00</sup>
Industrial Shirts L/S	10 <sup>00</sup>	500	.35	185 <sup>00</sup>
Industrial Shirts S/S	10 <sup>00</sup>	500	.35	185 <sup>00</sup>
Jackets - Long Hip	15 <sup>00</sup>	250	.95	252 <sup>50</sup>
Jackets - Long Waist	15 <sup>00</sup>	250	.95	252 <sup>50</sup>
Shop Coat - Synthetic	15 <sup>00</sup>	500	.76	395 <sup>00</sup>
Shop Coat - Cotton	8 <sup>00</sup>	500	.76	388 <sup>00</sup>
Short Coat - Synthetic	8 <sup>00</sup>	500	.58	298 <sup>00</sup>
Short Coat - Cotton	8 <sup>00</sup>	500	.50	258 <sup>00</sup>
Lab Coat	8 <sup>00</sup>	250	.73	190 <sup>50</sup>
Mats - 3' X 4'	28 <sup>00</sup>	1,000	1.30	1328 <sup>00</sup>
Mats - 4' X 6'	34 <sup>00</sup>	1,000	2.78	2814 <sup>00</sup>
Mats - 3' X 10'	38 <sup>00</sup>	1,000	3.20	3238 <sup>00</sup>

End of Page 1 of 2

Mats - Scraper	35 <sup>00</sup>	250	3 <sup>00</sup>	785 <sup>00</sup>
Mats - Scraper 2' X 3'	21 <sup>00</sup>	250	1 <sup>50</sup>	396 <sup>00</sup>
Towel - Hand	.20	500	.09	45 <sup>20</sup>
Towel - Printer	.21	500	.05	25 <sup>21</sup>
Towel - Shop - Colored	.21	15,000	.045	675 <sup>21</sup>
Towel - Shop - White	.21	7,500	.045	337 <sup>21</sup>
Seat Cover	2 <sup>40</sup>	250	.48	122 <sup>40</sup>

**ITEM A - GRAND EXTENDED TOTAL**

**\$ 18,294.93** ✓

**TRANSFER TOTAL TO ATTACHMENT 1**

**End of Page 2 of 2**

**LANE COUNTY PURCHASING BID OPENING RECAP SHEET**

**Bid Number: LCP 2004-09 For: Industrial Linen Services**

**Opened By: Gail Murray, Purchasing Manager**

**Recorded By: Christine Moody, Executive Assistant**

**Date: 10/27/04**

<i>BIDDER</i>	<i>BID AMOUNT</i>	<i>BID BOND</i>
Aramark Uniform Services Steve Arnold PO Box 21210 Eugene OR 97402 541-484-1771	Grand Total \$18,294.93	Bid Bond 10% Continental Casua
AlSCO/American Linen Bill Inge 1831 West Broadway Eugene, OR 97402	Grand Total \$21,823.40	Bid Bond 10% Western Surety C
End of Bid List		
<b><i>END OF BIDDER LIST</i></b>		

**Gail Murray, Purchasing Manager**

LANE COUNTY BID COVER SHEET

1. PROJECT TITLE: Industrial Liner Services  
FOR

DEPARTMENT: Mgmt Svc DIVISION: Purchasing

2. PREPARED BY: Gail Murray x8597 9/17/04  
Signature Phone Date

Initial

GM

a. Instructions to Bidders

GM

b. Specifications

GM

c. Bid Form

GM

d. Bid Security Provision

Initial

GM

e. Contract Form

GM

f. General & Special Conditions

N/A

g. Performance Bond Provisions

h. Other

3. LEGAL NOTICE PREPARED BY: Gail Murray x8597 9/17/04  
Signature Phone Date

NAME OF PAPER

a. REGISTER GUARD

b. DAILY JOURNAL OF COMMERCE

DATE(S) OF NOTICE

TBD 10/3/04

N/A

4. LEGAL COUNSEL APPROVAL: J. Haidlaw 3725 9/23/04  
Signature Phone Date

5. RISK MANAGER APPROVAL: [Signature] [Phone] 9/27/04  
Signature Phone Date

6. OPENED BY: [Signature] x8597 10/21/04  
Signature Phone Date

7. DEPARTMENT REVIEW AND APPROVAL (The above items are required in the operation of this Department and the expenditure they represent is an approved budget charge)

Budget Code: multiple user depts \$ as needed  
Fund-Dept/Div-Object-Prog-Grant Amount

APPROVED BY: Each User Depts Requirements  
Signature Title Date

8. PREPARATION OF AWARD (Initial Below)

- gm a. Recap Sheet Prepared and Attached
- gm b. Proposal Forms Complete and Agenda Item Prepared
- gm c. Recommendation sent to all Proposers

REMARKS ON ANY DEVIATIONS: \_\_\_\_\_  
\_\_\_\_\_

RECOMMENDATION BY: [Signature] x8597 12-8-04  
Signature Phone Date