

AGENDA ITEM REPORT

DATE: May 6, 2025
DEPARTMENT: Procurement
REQUESTER: Mary Tucker
TITLE: Approve Annual Piggyback for Uniform Rental and Other Related Products

I. MOTION REQUESTED

- A. Approve Piggyback No. ~~PB250067AVR~~ PB250056AVR to utilize pricing on Sourcewell Contract No. RFP 011124-UFC from Unifirst Corporation for Uniforms with Related Products and Services, for the purchase of equipment, products and services, on an as-needed basis, through the contract expiration date of March 25, 2028, as approved in the departments' annual adopted budgets.
- B. Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C. Grant the County Manager or designee the authority to renew the contract and execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Approves an annual contract for the use of a contract competitively solicited through Sourcewell to provide uniform rentals and other related products from Unifirst Corporation, on an as-needed basis, through the contract expiration date of May 25, 2028, and any renewals or extensions approved by Sourcewell. Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budgets. Expenditures during Fiscal Year 23-24 were \$89,110.91 by the Fleet, Solid Waste, Transportation, and Utilities departments.

Using the piggyback method allows the County to take advantage of large-scale contract volume discounts. The County benefits from a shorter timeframe because a competitive procurement process has already been conducted. A market analysis was completed, and it was determined that the piggyback purchase option provides the highest and most consistent discounts for the County, with a discount of between 34.55 and 50% off all uniform rental prices.

III. BACKGROUND AND IMPLICATIONS OF ACTION

Sourcewell solicited proposals on Request for Proposal No. 011124-UFC - Uniforms with Related Products and Services. The contract was awarded to Unifirst Corporation and is available for cooperative purchasing. Approval of cooperative purchasing under ~~PB250067AVR~~ PB250056AVR Uniform Rental and Other Related Products, allows the County to utilize the contract for purchases and/or uniform rental Countywide through March 25, 2028.

IV. FINANCIAL INFORMATION

Current Year Dollar Amount:	See Comments below.
Included in the Current Budget?:	Yes
Fund:	Various department funds.
Comments:	Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budgets.

Is this a revenue or expense item? Expense

Is this Discretionary or Mandatory? Discretionary

Will this item impact future budgets?

Program:

Project:

Account Strings:

Fund Type?

V. RECOMMENDATION

Approve

ATTACHMENTS:

Unifirst PB250056AVR Executed OCR, PB250056AVR- PB Summary with MA OCR, 050625R-C-24-Agreement For Piggyback Purchase

REVIEWERS:

Angela Lamontagne, Procurement
Mary Tucker, Procurement
Anne Henkel, Budget Services
Robert Holborn, County Attorney
Peter Winton, County Manager

Created/Initiated - 4/23/2025
Approved - 4/24/2025
Approved - 4/24/2025
Approved - 4/28/2025
Final Approval - 4/28/2025