



AGENDA ITEM REPORT

DATE: September 7, 2021
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Piggyback for Uniform Rental and Other Related Products

I. MOTION REQUESTED

- A) Approve Piggyback No. PB210403JJB to utilize pricing on the Sourcewell Contract No. 040920-UFC from UniFirst Corporation for uniform rentals and other related products on an as needed basis, through the contract expiration date of May 22, 2024, and any renewals or extensions approved by Sourcewell. Expenditures will be on an as needed basis, as approved in the departments' annual adopted budgets. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval.
- B) Authorize the Chair to execute the contract on behalf of the Board of County Commissioners.
- C) Authorize the County Manager or designee to execute any additional documents necessary to utilize the piggyback contract.

II. ITEM SUMMARY

Approves use of a competitively solicited contract 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 22, 2024, 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 19-20 were \$94,110.95.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
Sourcewell solicited proposals on Request for Proposal No. 040920 Uniforms with Related Products and Services. The contract was awarded to Unifirst Corporation and is available for cooperative purchasing. Approval of cooperative purchasing No. PB210403JJB Uniform Rental and Other Related Products, allows the County to utilize the contract for purchases and/or uniform rental Countywide for four years, through May 22, 2024.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	
C)	Is this a revenue or expense item?	
D)	Is this Discretionary or Mandatory?	
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be on an as needed basis, as approved in the departments' annual adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Piggyback Agreement	8/10/2021	Contract
Piggyback Summary Form	8/10/2021	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	8/18/2021 - 1:58 PM
Budget Services	Henkel, Anne	Approved	8/19/2021 - 8:39 AM
Budget Services	Winton, Peter	Approved	8/25/2021 - 8:15 AM
County Attorney	Swindle, Amanda	Approved	8/25/2021 - 3:44 PM
County Manager	Winton, Peter	Approved	8/26/2021 - 11:16 AM