

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2008-75**

**Contract for Uniform Rental and Laundry Services**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	8/07/08	Discussion/Possible Action	Charles Joseph Division Manager <b>Gary Aviles</b> Project Manager	(206) 398 5200  <b>(206) 398-4995</b>

<b>Contract/Agreement Type:</b>	<input checked="" type="checkbox"/>	<b>Requested Action:</b>	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	<input checked="" type="checkbox"/>
Sole Source		Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

**PROJECT NAME**

Sound Transit Operations and Maintenance Uniform Rental/Laundry Services

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a three-year contract with two one-year options with Aramark Uniform Services to provide uniform rental and laundry services for a total authorized contract amount not to exceed \$299,000.

**KEY FEATURES of PROPOSED ACTION**

- This action is to provide rental uniforms and laundry services to staff and contracted staff performing certain operations and maintenance functions for Sound Transit. This includes Central Link light rail, Tacoma Link, and the Agency's Facilities division staff.
- Rental uniforms and laundry service will be provided for a combined work force of approximately 75 staff. Elements include pants, shirts, coveralls, safety wear and rain gear. They will have the Sound Transit logo and other branding to clearly identify Sound Transit as the service provider.
- Scope of work includes fitting, alterations, administration, documentation and pre-determined delivery schedule to each facility.
- Rental and laundry services for these uniforms are being sought for two main reasons:
  - These uniforms require daily cleaning, due to both the nature of the work and existing labor agreements in place for Central Link light rail maintenance and shop workers requiring employers to provide uniform laundry services.
  - Current state electrical safety code requires that the uniforms be flame retardant. These uniforms require special handling in order to maintain these characteristics.

- The contract provides for an initial three-year term with two additional one-year options to extend based on satisfactory performance. The requested amount covers all five years of the contract.

### **BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted budget; there are no contingency funds required, no sub area impacts, or funding required from other parties other than what is already assumed in the financial plan.

### **BUDGET and FINANCIAL PLAN DISCUSSION**

The proposed action would authorize the rental and laundering service of uniforms for various Sound Transit operating personnel. It would be funded by a combination of transit operations budgets (Tacoma Link and Central Link light rail), as well as staff operations budgets (Facilities and Signage). Until July 2009, the procurements related to Central Link light rail would be funded by the Link start-up budget.

A total of \$32,000 is expected to be spent on this contract in 2008. The breakout of funding for 2008 is highlighted below.

Central Link Start-up: Approximately \$15,000 is expected to be spent in 2008 on the contract related to Central Link start-up. The 2008 Budget for Link start-up includes provisions for \$450,000 to be spent on Materials and Supplies. Approximately \$35,000 has been spent to date.

Tacoma Link: \$10,000 is expected to be spent on uniforms for Tacoma Link and funded by the Tacoma Link transit operations budget. The total Materials and Supplies budget for Tacoma Link for 2008 is \$204,218. Of this amount, \$15,000 has been spent to date.

Facilities and Signage: \$7,000 is expected to be spent on uniforms for Facilities and Signage Division personnel. The total budget for Materials and Supplies for Facilities for 2008 is \$72,050. Of this amount, \$40,000 has been spent to date.

Funding for the time period beyond 2008 will be provided through future transit operations, staff operations and Link start-up budgets.

## **BUDGET TABLE**

### **Summary for Board Action (X \$1,000)**

Action Item: Execute a contract with Aramark Uniform Services to provide uniform laundering services for various Sound Transit operating groups.

	(A) 1	(B)	(C)	(D)
	Adopted 2008 Budget	Spent to date in 2008	Contract Expenditures 2008	Remaining 2008 Budget
<b>Current Year Budget</b>				
Tacoma Link Materials and Supplies	204	15	10	179
Facilities and Signage Materials and Supplies	72	40	7	25
Link Start-up	450	35	15	400
Link Operations	-	-	-	-
<b>Total</b>	<b>726</b>	<b>90</b>	<b>32</b>	<b>604</b>

Contract Spending Plan	Prior Year(s) Spending	2008 Spending	Future Expenditures	Total
Aramark - Tacoma Link	-	10	86	96
Aramark - Facilities	-	7	56	63
Aramark - Link Start-up	-	15	15	30
Aramark - Link Operations	-	-	111	111
<b>Total</b>	<b>-</b>	<b>32</b>	<b>267</b>	<b>299</b>

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Aramark	-	-	299	299
Contingency	-	-	-	-
<b>Total Contract</b>	<b>-</b>	<b>-</b>	<b>299</b>	<b>299</b>
<b>Percent Contingency</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>0%</b>

**Notes:**

<sup>1</sup> Tacoma Link transit operations services budgets are found on page 51 of Adopted 2008 Budget book; Facilities staff operations budget is included in the Transportation Services budget on page 208 of the Adopted Budget book and Central Link start-up budget, this can be found on page 95 of Adopted 2008 Budget book included in construction phase of project 300 and project 400.

## **SMALL BUSINESS PARTICIPATION**

Small business goals were waived on this procurement because subcontracting was not feasible. Aramark Uniform Services is the prime consultant for this contract and there are no subcontractors. Aramark is not a small business.

### **EEO Commitment**

Aramark in the United States has a 43% women and 44% minority work force.

## **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

King County Metro is responsible for operating Central Link light rail, with Sound Transit responsible for Tacoma Link and Sounder commuter rail. The Agency is also responsible for maintaining all of its facilities delivered through Sound Move. Federal and State safety regulations require that Sound Transit provides protective clothing to these workers.

Additionally, providing uniforms are a requirement of the Intergovernmental Agreement between Sound Transit and King County Metro for Central Link operations and maintenance workers. This action will provide uniforms to agency staff and contracted staff who perform certain operations and maintenance functions for the Sound Transit. This includes Central Link light rail, Tacoma Link, and the Agency's Facilities division staff.

In late Spring 2008, Sound Transit began a competitive procurement process to select a firm to provide rental uniforms and laundering services. The scope of work provides uniform elements for a combined workforce of approximately 75 staff. It also includes fittings, alterations, administration, documentation and pre-determined delivery schedule to each facility.

A Request for Proposal for rental uniforms and laundry services was advertised in April 2008. After the evaluation process, it was determined that Aramark Uniform Services could offer Sound Transit the best products, resources and expertise.

Sound Transit will provide uniforms on an as-needed basis to the following:

- Central Link light rail: In accordance with the terms and conditions of the Intergovernmental Agreement between Sound Transit and King County Metro, Sound Transit is required to design, procure and provide King County Metro light rail mechanics and way/power/signals workers with adequate protective clothing.
- Tacoma Link: Since commencing operations in August 2003, Sound Transit has provided a rental/laundry service for the system technicians, uniforms for operators, supervisors, and managers.
- Sound Transit Facilities: The Agency's own staff will be provided with rental and laundry services for protective and other clothing items.

## **Prior Board/Committee Actions**

None.

## **CONSEQUENCES of DELAY**

The current schedule requires vendors to deliver all uniforms by the middle of August 2008. A delay in taking action on this matter will have the following consequences:

- Central Link light rail: King County Metro is currently hiring staff and a significant number of them will be hired between September and December 2008. If uniforms and protective clothing are not available, Sound Transit will incur additional costs to procure protective clothing on an interim basis until a uniform contract is in place. Furthermore, the temporary procurements may not match the ultimate uniform clothing design and may therefore have to be discarded resulting in unnecessary expenditure.
- Tacoma Link: The current State contract with the uniform provider expired on May 31, 2008. An interim arrangement is in place for the uniform provider to continue service until this new contract is approved and executed.
- Facilities: No major impact. They will continue to use off the shelf protective clothing as necessary.

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **ENVIRONMENTAL COMPLIANCE**

SSK 6-19-08

## **LEGAL REVIEW**

JW 7/31/08

## SOUND TRANSIT

### MOTION NO. M2008-75

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a three-year contract with two one-year options with Aramark Uniform Services to provide uniform rental and laundry services for a total authorized contract amount not to exceed \$299,000.

#### **Background:**

King County Metro is responsible for operating Central Link light rail, with Sound Transit responsible for Tacoma Link and Sounder commuter rail. The Agency is also responsible for maintaining all of its facilities delivered through Sound Move. Federal and State safety regulations require that Sound Transit provides protective clothing to these workers.

Additionally, providing uniforms are a requirement of the Intergovernmental Agreement between Sound Transit and King County Metro for Central Link operations and maintenance workers. This action will provide uniforms to agency staff and contracted staff who perform certain operations and maintenance functions for the Sound Transit. This includes Central Link light rail, Tacoma Link, and the Agency's Facilities division staff.

In late Spring 2008, Sound Transit began a competitive procurement process to select a firm to provide rental uniforms and laundering services. The scope of work provides uniform elements for a combined workforce of approximately 75 staff. It also includes fittings, alterations, administration, documentation and pre-determined delivery schedule to each facility.

A Request for Proposal for rental uniforms and laundry services was advertised in April 2008. After the evaluation process, it was determined that Aramark Uniform Services could offer Sound Transit the best products, resources and expertise.

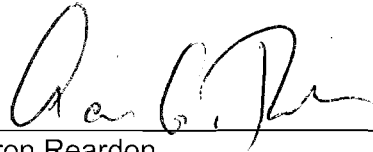
Sound Transit will provide uniforms on an as-needed basis to the following:

- Central Link light rail: In accordance with the terms and conditions of the Intergovernmental Agreement between Sound Transit and King County Metro, Sound Transit is required to design, procure and provide King County Metro light rail mechanics and way/power/signals workers with adequate protective clothing.
- Tacoma Link: Since commencing operations in August 2003, Sound Transit has provided a rental/laundry service for the system technicians, uniforms for operators, supervisors, and managers.
- Sound Transit Facilities: The Agency's own staff will be provided with rental and laundry services for protective and other clothing items.

**Motion:**

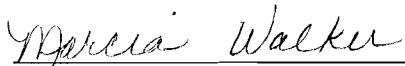
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a three-year contract with two one-year options with Aramark Uniform Services to provide uniform rental and laundry services for a total authorized contract amount not to exceed \$299,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 7, 2008.



Aaron Reardon  
Finance Committee Chair

ATTEST:



Marcia Walker  
Board Administrator