

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Matthew J. Fertal	From:	Keith G. Jones	
Dept:	City Manager	Dept:	Public Works	
Subject:	RECOMMENDATION TO AWARD CONTRACT TO PROVIDE UNIFORM RENTAL SERVICES AND OTHER SERVICE ITEMS TO THE CITY OF GARDEN GROVE RFP #S-1057		Date:	July 13, 2010

OBJECTIVE

To receive authorization from the City Council for the City Manager to execute a contract with Unifirst Corporation to provide employee uniform rental services.

BACKGROUND

The existing uniform rental and cleaning service agreement expired on June 30, 2010, and a Request for Proposal (RFP) was sent out to replace the existing contract. The RFP was issued and advertised on April 23, 2010, and the proposal document was posted on the City's website via the on-line bidding system. A mandatory pre-proposal meeting was held on May 11, 2010, with five (5) companies in attendance. At that time, one addendum was added to the technical specifications in response to a bidder question.

DISCUSSION

Two (2) proposals were received and opened on June 1, 2010. A Source Selection Committee was formed to evaluate the qualifications of the bidders based on references, pricing and service history. Upon review of the results, Unifirst Corporation was chosen as meeting all of the requirements of the RFP. Below are the Selection Committee's ratings for Unifirst Corporation and Cintas:

COMPANY NAME	WEEKLY RATE	18 MONTH RATE	FINAL SSC SCORES 06/09/10
Unifirst Corporation Norwalk, CA	\$636.52	\$49,648.56	4100
Cintas Los Angeles, CA	\$883.58	\$71,394.24	3155

RECOMMENDATION TO AWARD CONTRACT TO PROVIDE
UNIFORM RENTAL SERVICES AND OTHER SERVICE ITEMS
TO THE CITY OF GARDEN GROVE

July 13, 2010
Page 2

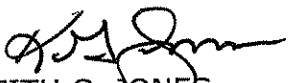
FINANCIAL IMPACT

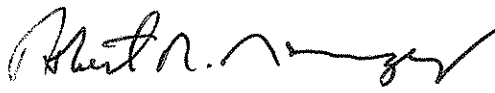
The cost of the contract is \$49,648.56 with an option to renew the contract for two (2) additional eighteen-month terms, with an additional \$17,873.49 to cover any unforeseen volume increases and uniform maintenance issues, for a total of \$166,819.17 for the first 54 months.

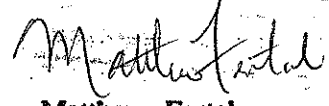
RECOMMENDATION

It is recommended that the City Council:

- Award the contract to the highest rated bidder, Unifirst Corporation, in the firm fixed price amount of \$49,648.56, with the option to renew the contract for two (2) additional eighteen month terms, and for an additional \$17,873.49 to cover any unforeseen issues, for a total of \$166,819.17 for the first 54 months.
- Authorize the City Manager to execute the agreement on behalf of the City.


KEITH G. JONES
Public Works Director


BY: Robert R. Moungey
Public Works Supervisor

Recommended for Approval

Matthew Ferial
City Manager

Attachment: (1) Finance Division Analysis/Recommendation
(2) Contract

City of Garden Grove
INTER-DEPARTMENT MEMORANDUM

To: Keith Jones
 Dept: Public Works
 Subject: RFP No. S-1057 to Provide Uniform Rental Services and Other Service Items to the City of Garden Grove

From: Kingsley Okereke
 Dept: Finance
 Date: June 29, 2010

OBJECTIVE

Provide proposal analysis, evaluation results, and recommendation to provide uniform rental services and other service items to the City of Garden Grove.

ANALYSIS

RFP No. S-1057 was advertised on April 23, 2010 and re-advertised on April 30, 2010. The proposal document was posted on the City's website on April 23, 2010, via the Planet Bids on-line bidding system. A mandatory pre-proposal meeting was held on May 11, 2010, with five (5) companies in attendance. One addendum were issued on May 11, 2010.

EVALUATION

Two (2) proposals were received and opened on June 1, 2010. The Source Selection Committee (SSC) review scores were completed on June 9, 2010. The analysis below indicates the Proposal Pricing and the SSC scores:

COMPANY NAME	WEEKLY RATE	18 MONTH RATE	FINAL SSC SCORES 06/09/10
Unifirst Corporation Norwalk, CA	\$636.52	\$49,648.56	4100
Cintas Los Angeles, CA	\$883.58	\$71,394.24	3155

All proposals were found to be responsive.

The Source Selection Committee (SSC) unanimously agreed to award the contract to Unifirst Corporation, due to their proposal being the lowest priced of both proposals received and positive reference checks.

RECOMMENDATION

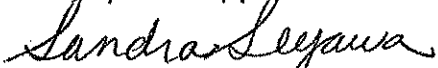
It is recommended that the Public Works Department seek City Council approval to:

- Award a contract to the highest scoring proposer, Unifirst Corporation, in the firm fixed price amount of **\$49,648.56**, with the option to renew the contract for two additional eighteen month terms, and for an additional **\$17,873.49** to cover any unforeseen issues, for a total of **\$166,819.17** for the first 54 months.

RFP No. S-1057
Uniform Rental Service
June 29, 2010

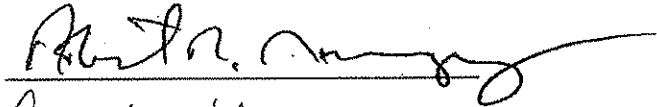
- Authorize the City Manager to execute the agreement.

If you have questions, please contact Sandra Segawa at Ext. 5050.


By: Sandra Segawa, C.P.M., CPPB
Purchasing Agent

AGREE

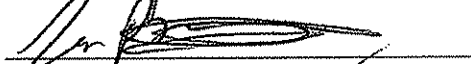
Robert Moungey



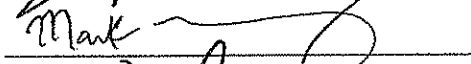
Carolyn Melanson




Les Ruitenschild



Mark Ladney



Ray Valenzuela



APPROVED


KINGSLEY OKEREKE
Finance Director

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2010, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **Unifirst Corporation**, here in after referred to as "CONTRACTOR".

RECITALS

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to Garden Grove COUNCIL AUTHORIZATION, DATED _____.
2. CITY desires to utilize the services of CONTRACTOR to Provide Uniform Rental Services and Other Service Items to the City of Garden Grove
3. CONTRACTOR is qualified by virtue of experience, training, education and expertise to accomplish services.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term and Termination.** The performance period shall be for eighteen (18) months with a performance audit at 18 months. At the sole option of the City, the contract may be extended for two additional eighteen (18) month periods, one period at a time, for a maximum performance period of fifty-four (54) months. This agreement may be terminated by the CITY without cause. In such event, the CITY will compensate CONTRACTOR for work performed to date in accordance with Proposal (Attachment "B"). Contractor is required to present evidence to support performed work completion.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of tasks as set forth in the Proposal, which is attached as Attachment "B" and is hereby incorporated by reference. The Proposal is incorporated herein by reference. The Proposal and this Agreement do not guarantee any specific amount of work.
3. **Compensation.** CONTRACTOR shall be compensated as follows:
 - 3.1 **AMOUNT.** Total Compensation for the first eighteen (18) month period shall not exceed Forty Nine Thousand Six Hundred Forty Eight Dollars and 56/100 (\$49,648.56), payable at the rate of Two Thousand Seven Hundred Fifty Eight Dollars and 26/100 (\$2,758.26) per month in arrears. An additional fund for unforeseen maintenance

issues of fifteen percent of the contract amount not to exceed \$17,873.49 over a fifty-four month period is available at the sole discretion of the Public Works Manager. Total compensation for this contract shall not exceed \$166,819.17. All work shall be in accordance with Scope of Work and RFP No. S-1057, which is attached as Attachment A, and is hereby incorporated by reference.

- 3.1 All work shall be done in accordance with Scope of Work and RFP No. S-1057 (Attachment A). Pricing shall remain firm for the first Three-years performance period. Contractor may request pricing increase prior to the signing of the third option year. Any increase shall be based on the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, Subgroup "all items" entitled "Consumer Price Index, Los Angeles-Long Beach-Anaheim Average." However any increase shall not exceed three (3) percent.
- 3.4 Payment. For work under this Agreement, payment shall be made per invoice for work completed. For extra work not a part of this Agreement, a written authorization by CITY will be required, and payment shall be based on schedule included in Proposal (Attachment B).
- 3.5 Records of Expenses. CONTRACTOR shall keep complete and accurate records of all costs and expenses incidental to services covered by this Agreement. These records will be made available at reasonable times to CITY.
- 3.6 Termination. CITY and CONTRACTOR shall have the right to terminate this agreement, without cause, by giving three (3) days written notice of termination. If the Agreement is terminated by CITY, then the provisions of paragraph 3 would apply to that portion of the work completed.

4. Insurance requirements.

- 4.1 COMMENCEMENT OF WORK. CONTRACTOR shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance.
- 4.2 WORKERS COMPENSATION INSURANCE. During the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.

4.3 INSURANCE AMOUNTS. CONTRACTOR shall maintain the following insurance for the duration of this Agreement:

- (a) Commercial general liability in an amount of \$1,000,000.00 per occurrence (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-Class VII or better, as approved by the CITY.
- (b) Automobile liability in an amount of \$1,000,000.00 combined single limit (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.

An **On-Going and Completed Operations Additional Insured Endorsement** for the policy under section 4.3 (a) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for automobiles, owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, it's officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, it's officers, officials, employees, agents, and volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

- 5. **Non-Liability of Officials and Employees of the City.** No official or employee of CITY shall be personally liable to CONTRACTOR in the event of any default or breach by CITY, or for any amount which may become due to CONTRACTOR.
- 6. **Non-Discrimination.** CONTRACTOR covenants there shall be no discrimination against any person or group due to race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.

7. **Independent Contractor.** It is agreed to that CONTRACTOR shall act and be an independent contractor and not an agent or employee of the CITY, and shall obtain no rights to any benefits which accrue to CITY'S employees.
8. **Compliance with Law.** CONTRACTOR shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government.
9. **Notices.** All notices shall be personally delivered or mailed to the below listed address, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.
 - a. Unifirst Corporation
Attention: Jeff Notch, Branch Manager
16434 Pioneer Blvd.
Norwalk, CA 90650
 - b. (Address of City) (with a copy to):
City of Garden Grove Garden Grove City Attorney
11222 Acacia Parkway 11222 Acacia Parkway
Garden Grove, CA 92840 Garden Grove, CA 92840
10. **CONTRACTOR'S PROPOSAL.** This Agreement shall include CONTRACTOR'S proposal or bid which shall be incorporated herein by reference. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.
11. **Licenses, Permits, and Fees.** At its sole expense, CONTRACTOR shall obtain a Garden Grove Business License, all permits, and licenses as may be required by this Agreement.
12. **Familiarity with Work.** By executing this Agreement, CONTRACTOR warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the facilities, difficulties, and restrictions of the work under this Agreement. Should Contractor discover any latent or unknown conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY of this and shall not proceed, except at CONTRACTOR'S risk, until written instructions are received from CITY.
13. **Time of Essence.** Time is of the essence in the performance of this Agreement.
14. **Limitations Upon Subcontracting and Assignment.** The experience, knowledge, capability, and reputation of CONTRACTOR, its principals and employees were a substantial inducement for CITY to enter into this Agreement. CONTRACTOR shall not contract with any other entity to perform the services required without written approval of the CITY. This Agreement may not be assigned voluntarily or by operation of law, without the prior

written approval of CITY. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to CITY for the acts and omissions of its subcontractor as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and CITY. All persons engaged in the work will be considered employees of CONTRACTOR. CITY will deal directly with and will make all payments to CONTRACTOR.

15. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the parties are formally bound.

16. **Indemnification.** CONTRACTOR agrees to protect, defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property, or interference with use of property, arising out of, or in any way connected with performance of the Agreement by CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR. The only exception to CONTRACTOR'S responsibility to protect, defend, and hold harmless CITY, is due to the sole negligence of CITY, or any of its elective or appointive boards, officers, agents, or employees.

This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR.

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(Agreement Signature Block On Next Page)

IN WITNESS THEREOF, these parties have executed this Agreement on the day and year shown below.

Date: _____

"CITY"
CITY OF GARDEN GROVE

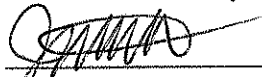
By: _____

ATTESTED:

City Clerk

Date: _____

"CONTRACTOR"
Unifirst Corporation

By:  _____

Name: Jeffrey L. Notch

Title: Branch Manager

Date: 7-1-10

Tax ID No. 04 2103460

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:



Garden Grove City Attorney

7/1/10

Date

ATTACHMENT "A"
RFP No. S-1057

CITY OF GARDEN GROVE, CALIFORNIA

SCOPE OF SERVICES TO:

Provide Uniform Rental Services and Other Service Items to the City of Garden Grove

The City of Garden Grove is seeking a highly qualified firm to provide uniforms on a rental basis, cleaning of the uniforms, pick-up and delivery of the uniforms and other supplies and related services for the City of Garden Grove Public Works Department City. All bidders must furnish a list of references that is to be included in their bid packages.

The performance period shall be for eighteen (18) months with a performance audit at 18 months. At the sole option of the City, the contract may be extended for two additional 18 month period, one period at, for a maximum performance period of fifty-four (54) months. In the event of non-appropriations for this project by the City Council, the agreement may be canceled for the fiscal year(s) involved at no additional cost to the City.

STANDARD UNIFORMS:

Standard uniforms shall consist of navy blue, heavy-duty twill trouser – standard or jean cut option to be (determined by employee).

100% cotton or lightweight cotton-blend with tails, or extra-long shirt with tails.
Note: The intent is to have a shirt that will remained tucked-in and one that will remain tucked-in for all body shapes and sizes. A sample of these shirts MUST be provided for City approval as requested. Shirts shall be orange or blue and either long or short sleeve (as determined by employee).

100% cotton shirts shall be furnished all asphalt crewmembers.

Shorts may be also requested by any/all employees.

Material: 65% Dacron/35% cotton, or 100% cotton.

PANTS AND SHIRTS -- SUPERVISORS' UNIFORMS:

Front button down shirts with or without optional button down collars (as determined by employee) with pocket on left side – 50% cotton/50% poly or equivalent.

Pants to be cotton or cotton/blend, standard or jean cut, pleated or non-pleated (determined by employee) in assorted colors such as: dark blue, tan/khaki, dark brown, and gray.

PARKING CONTROL AIDE UNIFORMS:

White shirts and navy blue pants, 65% Dacron/35% cotton or 100% cotton.

Shop coats, coveralls (65/35%).

Mats, mops, and shop towels will also be required.

Vendor will be required to deliver all uniforms at no cost to the City. Except for supervisors' shirts, all other shirts shall have City seal insignia/logo sewn on right front and employee first name sewn on left front of each uniform shirt. All shirts including supervisor's shirts, to have a pocket.

APPROXIMATE REQUIREMENTS:

Quantities listed are the City's best estimate of usage and will be adjusted as needed based on the City's current need. Actual quantities may be greater or less than the quantities listed. The successful vendor shall agree to hold proposed prices firm for the entire performance period in the event that quantities should differ.

The successful bidder shall provide the start up set of uniforms and janitorial products listed below at the start up of the contract at no cost to the City. All uniforms shall be replaced each 18 months or sooner if the uniform is worn out at the sole cost of the successful bidder. The City shall be the judge as to when a uniform has outlasted its useful life.

INITIAL ISSUANCE OF UNIFORMS:

All uniforms to be new and unworn at time of issuance. All replacement uniforms shall also be new and unworn. During the length of the contract, new employees will receive NEW UNIFORMS. Vendor agrees to provide temporary uniforms within one (1) week of and new uniforms within three (3) weeks.

Vendor agrees to provide, and sew on necessary emblems, which will be provided by the City, to each set of uniforms at no additional cost. Glue and other adhesives will not be accepted. Samples of the emblems shall be submitted for approval by the successful proposer.

For the purpose of this contract, a uniform will consist of one pair of pants and one shirt.

All full and part-time employees will receive eleven (11) sets of uniforms.

Parking Control Aides will receive six (6) sets of uniforms.

OUTFITTING OF UNIFORMS:

Vendor shall measure all employees at the beginning of contract to guarantee consistency in sizing and in quality for proper fit. Vendor shall be required to do all fittings on site at the City's specified location. All employees shall be fitted with care to ensure proper sizing, including any unusual or unique sizes necessary to ensure comfortable wear, and first class appearance of each individual. Each employee shall be individually measured by trying on samples uniforms.

Each employee will receive eleven (11) sets of clothing. Parking Control Aides (PKA) shall receive six (6) sets. Initially each employee will receive at least six (6) sets and the balance on the regular delivery day. Delivery day and location determined by City.

Uniforms shall be delivered on hangers and grouped by individual to facilitate verification by the City. The City will endeavor to group unclean uniforms by individual, to facilitate verification by vendor.

Supervisor uniforms **must** be properly pressed and starched (starching will be at discretion of employee) per executive service standards and shirts must be wrapped and/or covered in plastic to protect them during transit and while hanging in closets. Improperly pressed or improperly serviced and/or prepared uniforms will not be accepted. In the event any supervisor's uniform(s) are delivered to the City incorrectly pressed, serviced, and/or prepared, successful bidder will correct such uniform(s) deficiency and re-deliver the properly serviced uniform(s) back to the City within two (2) working days.

Cleaned uniforms must be returned in wearable condition. **No torn, stained, or clothing with missing buttons or distinguishable repair patches will be accepted.** If uniforms are returned in such condition, they must be replaced within two (2) working days.

The successful bidder must have in place a program that inspects each garment prior to regular delivery to the City to ensure that no unsightly, defective, and/or unacceptable garments are delivered to the City.

Deletions and/or changes including but not limited to; sizing, drop off point, color, type, etc., shall be requested by the City in writing and/or email. An "unsatisfactory report" will be used by the City to notify the vendor of failing to provide service within the terms and conditions as set forth in the bid/contract.

City will notify vendor, in writing, of any absences due to the reasons listed above.

UNIFORMS:

Standard Uniforms: D/C shirt or 100% Cotton work shirt. D/C Pants regular or Jean cut or 100% Cotton work pants.

Supervisors Uniforms: D/C Pant: Brushed pleated or non-pleated, Khaki, Navy, Light or Dark Brown or Grey. Shirt: Oxford w/Button down and/or non-button down collar, Lt. blue, Light Brown, or White.

Optional Supervisor Uniform:

Shirts: Golf type pull over Cool Weave Sport Shirt with jacquard collar and cuffs.
100% combed cotton 7 ounces, large pique knit welt color and cuffs, fashion side vents.
Color Options: White, Burgundy, Khaki, Gray/Black, Navy/White

Pants 100% Cotton Pleated Dress Slacks
Color Options: Gray, Beige, Khaki, Dark Brown, or Blue

Standard Uniform:

Trouser Navy blue, heavy duty twill
(Standard of Jean cut to be determined by individual employee.)

Shirts Orange or Blue
100% Cotton or Lightweight Poplin, long or short sleeve
(To be determined by individual employee)
(Asphalt crews must wear 100% Cotton Shirts)

Shorts Navy Blue, heavy duty twill

NOTE: Standard Uniform shirts shall have City Logo patch sewn on right front and employee first name sewn on left front over pocket. The attachment of patches will be performed by the vendor. Patches will be attached to uniforms as necessary throughout the term of contract to ensure uniformity and no shirt that requires a logo patch shall be delivered to City without a logo patch.

Supervisors Uniform:

Shirts Front button down with optional button collar

Trouser w/pocket on left side, 50% Cotton/50% Poly.
Navy blue, heavy duty twill
(Standard or Jean cut to be determined by individual
employee.)
Golf Type Sport Shirt Assorted Colors

**Parking Control Aide
Uniform**

Trouser D/C Navy Blue
Shirt D/C White
(Shirts and trousers – 65/35 Dacron/Cotton or 100%
Cotton to be determined by individual employee.)

Shop Coats & Coveralls (65/35)
NOTE: Parking Control Aide Uniform shirts shall have City
Logo patch sewn on right front only, no name on
shirt.

**ALL UNIFORM ITEMS MUST BE PRE-SHRUNK PRIOR TO SEWING ON ANY
PATCH OR EMBROIDERED ITEM.**

BILLING/INVOICING FOR SERVICES:

1. Each invoice submitted by the vendor for payment shall have attached all route slips covered by the invoice. Invoices shall be broken down by delivery location or a separate invoice will be issued for each location.
2. No charges will be made for employees on vacation, sick leave, compensation time or leave of absence of 5 days or more. The City will notify the vendor, in writing, of any absences of this kind.
3. Receipted route slips shall be submitted with the supplier's invoice. Route slips shall note any discrepancy in uniforms either picked up from or delivered to the employee on vacation or sick leave.
4. Vendor shall provide a breakdown of billing by delivery locations serviced. Vendor to verify actual count of all items at time of pick up and delivery each week. Shortages to be noted on route slip and corrected within two (2) working days.
5. Vendor payment to be based upon submittal of invoice and approval of and verification of delivery, by delivery location supervisor. No charges will be made for employee on vacation, sick leave, compensation time or leave of absence of five (5) days or more.

6. All billing statements are to sent to the following address:

City of Garden Grove

Attention: Public Works: Carolyn Melanson

13802 Newhope Street

Garden Grove, CA 92843

GARMENT OWNERSHIP:

It is understood that all garments furnished are to remain the property of the vendor unless otherwise noted. In the event that a uniform is damaged and the City is charged a replacement cost, the City should be given the option of keeping the damaged uniform at no additional cost to the City.

UNIFORM RETURNS:

Upon termination of the contract, or upon the termination of the employee, all rental uniforms will be returned to the vendor within thirty (30) working days, and rental of the uniform will cease at that time. Uniforms not returned by the employee will be paid for by the City. Charges for unreturned uniforms will be based upon pro-rated fees.

Employees that are on extended leave of four (4) weeks or longer, will not be charged rental until they return to duty. The City shall notify the vendor of any employees who are on extended leave.

SPECIFICATIONS

1. Uniforms shall be delivered on hangers and grouped by individual employee to facilitate verification by City representative. Deliveries will be made on a schedule mutually determined and acceptable to both parties.
2. It is required by the City that female employees receive female style/cut uniforms and male employees receive male style/cut uniforms.
3. All garments on which a patch or other embroidered item will be sewn, MUST be pre-shrunk prior to the attaching of the item.
4. Clean uniforms must be returned in wearable condition, no torn, stained, items with buttons missing, or unsightly and noticeable patches will be accepted. If uniforms are returned in such condition, they must be repaired or replaced within two (2) working days. Failure to correct the un-wearable conditions could result in an unsatisfactory report.

5. Deletions and/or changes shall be requested by the City in writing and/or email by an authorized representative of the City.
6. An "Unsatisfactory Report" will be used by the City to notify the vendor of failing to provide service within the terms and conditions as set forth in the agreement.
7. The cleaning of all supervisor and parking control aide uniforms will be by "Executive Service", shirts protected by plastic, and hung on hangers that protects the uniform(s) from any creases.

In the event of a shortage, the City will endeavor to notify the vendor as soon as possible after the delivery date of the specific items shorted. It will be the vendor's responsibility to review the shortage notification and verify the pickups and deliveries for the individual claiming the shortage. All shortage claims by the vendor must be supported by documentation.



UniFirst Corporation
 16434 Pioneer Boulevard
 Norwalk, CA 90650
 Phone: 562-926-2377
 Fax: 562-926-1811

June 29, 2010

Mr. Bob Moungey
 City of Garden Grove
 13802 Newhope St.
 Garden Grove, CA. 92843

Dear Bob:

The quoted pricing is based upon all garments issued being 100% cotton. Please refer to the 65/35 Poly cotton blend pricing for appropriate actual pricing. All standard garments issued to City of Garden Grove employees will be at the sole discretion of City of Garden Grove Management. Pricing listed are "not to exceed numbers".

Sincerely,

Jeff Notch
 Branch Manager
 Unifirst Corporation

<i>Item</i>	<i>Weekly Rate</i>	<i>18 Mo. Rate</i>	
Uniforms (150 employees with 11 sets)	\$429.00	\$33,462.00	
Supervisor Shirt	\$35.20	\$2,745.60	
Supervisor Pant	\$30.80	\$2,402.40	
Parking Control Shirt	\$3.60	\$280.80	
Parking Control Pant	\$4.32	\$336.96	
Coverall/Shop Coat	\$12.00	\$936.00	
Mats	\$90.55	\$7,062.90	
Dust Mops	\$22.05	\$1,719.90	
Shop Towels	\$8.00	\$624.00	
Fender Covers	\$1.00	\$78.00	
Emblems	\$0.00	\$0.00	NO CHARGE
TOTALS	\$636.52	\$49,648.56	
12% Contingency	\$76.38	\$5,957.83	
Grand Total	\$636.52	\$55,606.39	

" Attachment B "

UNIFORM RENTAL PRICING	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER PIECE	WEEKLY RENTAL RATE	REPLACEMENT COST PER ITEM
Standard Work Shirt Short Sleeve (either/or)	See Scope of Work	1650	\$0.10	\$165.00	\$7.90
Standard Work Shirt Long Sleeve (either/or)	See Scope of Work	1650	\$0.10	\$165.00	\$9.05
Standard Work Pants	See Scope of Work	1650	\$0.12	\$198.00	\$11.80
Standard Work Shorts (Optional)	See Scope of Work	1650	\$0.12	\$198.00	\$9.65
Standard Work Shirt Short Sleeve (either/or)	COTTON	1650	\$0.11	\$181.50	\$10.90
Standard Work Shirt Long Sleeve (either/or)	COTTON	1650	\$0.11	\$181.50	\$11.50
Standard Work Pants	COTTON	1650	\$0.15	\$247.50	\$13.90
Supervisor Shirt	See Scope of Work	220	\$0.16	\$35.20	\$10.10
Supervisor Pants	See Scope of Work	220	\$0.14	\$30.80	\$13.10
Parking Control Shirts	See Scope of Work	36	\$0.10	\$3.60	\$7.90
Parking Control Pants	See Scope of Work	36	\$0.12	\$4.32	\$11.80
Coverall/Shop Coat	See Scope of Work	50	0.24	12.00	\$15.90
Golf Type Sport Shirt (Optional)	Assorted Colors		0.10	0.00	\$8.00
	TOTAL			\$514.92	
MATS	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER PIECE	WEEKLY RENTAL RATE	REPLACEMENT COST PER ITEM
Mats 3 X 5	Scrapper-Outside	13	\$0.95	\$12.35	\$31.00
Mats 3 X 5	Rubber Backed	16	\$1.25	\$20.00	\$31.00
Mats 4 X 6	Rubber Backed	24	\$2.05	\$49.20	\$44.00
Mats 3 X 10	Runner	3	\$3.00	\$9.00	\$54.00
	TOTAL			\$90.55	
DUST MOPS	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER PIECE	WEEKLY RENTAL RATE	REPLACEMENT COST PER ITEM
Dust Mops 24 Inch		7	\$0.90	\$6.30	\$7.00
Dust Mops 36 Inch		6	\$1.05	\$7.35	\$8.40
Dust Mops 48 Inch		7	\$1.20	\$8.40	\$10.10
	TOTAL			\$22.05	
SHOP TOWELS	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER 100	WEEKLY RENTAL RATE	REPLACEMENT COST PER ITEM
Shop Towels-Small	Provide price per 100 towels	200	\$4.00	\$8.00	\$0.21
	TOTAL			\$8.00	
EMBLEMS	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER PIECE	WEEKLY RENTAL RATE	REPLACEMENT COST PER ITEM
Name Emblems Screen Print	Sewn on Shirt		NO CHARGE	\$0.00	\$0.00
Name Emblems Embroidered	Sewn on Shirt		NO CHARGE	\$0.00	\$0.00
Name Emblems Embroidered on Golf Type Shirts	Direct Embroider on Shirts		NO CHARGE	\$0.00	\$0.00



UniFirst Corporation
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Wilmington, MA 01887
Phone: 978- 658-8888
Fax: 978- 988-0659

June 30, 2010

City of Garden Grove

Gentlemen:

Please use this letter to serve as authorization for Jeffrey Notch, Branch Manager of Norwalk, CA acting as authorized agent for UniFirst Corporation to execute the agreement with City of Garden Grove.

Very truly yours,

A handwritten signature in black ink, appearing to read "Ronald D. Croatti". The signature is fluid and cursive, with a large initial "R" and "C".

Ronald D. Croatti
Chairman, C.E.O.