Transit Authority of River City

MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: February 26, 2025

Re: Resolution 2025-6 Maintenance Mechanic and Custodian Uniform Rental and Laundry Program Services (20241876)

Historically, Transit Authority of River City participated in the Louisville Metro Government Cooperative Purchasing MOU of maintenance and custodian uniforms that includes all of the Metro Louisville Government agencies. The last uniform agreement was awarded to Cintas in September 2019 with a total of a three (3) year term with two additional optional years.

In August 2024, the Procurement Department issued a Request for Proposal (RFP) 20241876 for Maintenance Mechanic and Custodian Uniforms - Rental and Laundry Program Services. On October 10, 2024, TARC received proposals from four (4) responsive vendors – Cintas, Unifirst, Digame and Springfield Laundry. Additionally, Procurement Department conducted a pricing analysis of the past three (3) years spend. The average annual spend has been $140K and the independent cost estimate conducted in May 2024 was $192K, which is in alignment with the annual spend.

A committee of TARC staff evaluated and independently scored the four proposals. Factors considered during the evaluation process included qualification and experience, technical, understanding of the project, regulatory compliance and other service offerings. After scoring and careful consideration, the evaluation committee unanimously recommends an award to Cintas Corporation who received the highest score.

Cintas provided the best value proposal including, but not limited to new lockers, competitive pricing on maintenance uniforms, shop towels, mats and other extended services such as embroidery, repair and/or replacement of uniforms.

This Resolution seeks approval for the Board of Directors to authorize the Executive Director to negotiate and enter into a contract with Cintas Corporation for an initial term of three (3) years and an option for an auto-renewal of two (2) one-year terms. Pricing schedule is included as Exhibit B.

Please call me at 561-5100 if you have any questions. Thank you.

Transit Authority of River City

RESOLUTION 2025-06
MAINTENANCE MECHANIC AND CUSTODIAN UNIFORMS RENTAL AND LAUNDRY PROGRAM SERVICES

A Resolution authorizing the Executive Director to negotiate and enter into a contract with Cintas Corporation for maintenance mechanic and custodian uniforms rental and laundry program services at an annual cost not to exceed $140K for the first year and a 3 percent increase for each additional year with an initial term of three (3) years with an option to auto-renew for an additional two (2) one-year terms.

WHEREAS, Transit Authority of River City (TARC) intends to award Cintas Corporation to support agency's maintenance mechanic and custodian uniform program services in compliance with the Department of Transportation maintenance uniform policy; and

WHEREAS, TARC facilitated and conducted a Request for Proposal 20241876; and

WHEREAS, TARC received four (4) responsive and responsible bids; and

WHEREAS, TARC evaluated all proposals and Cintas Corporation received the highest score; and

WHEREAS, upon analysis of price and per item and garment rates, Cintas pricing was deemed fair and reasonable; and

WHEREAS, the TARC committee unanimously recommends to award the contract to Cintas Corporation; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to negotiate and enter into a contract with Cintas Corporation for the Maintenance Mechanic and Custodian Uniforms Rental and Laundry Program Services at an annual cost not to exceed $140K for the first year with a 3 percent increase per year for each additional year. The Initial term is three (3) years with an option to auto-renew for an additional two (2) one-year terms.

ADOPTED THIS 26th DAY OF FEBRUARY

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Ted Smith, Chair of the TARC Board of Directors