

## MEMORANDUM

**TO:** Governing Board Members

**FROM:** George L. Horne, Deputy Executive Director, Operations & Maintenance

**DATE:** May 01, 2007

**SUBJECT:** 4600000838 – Field Personnel Uniform & Cleaning Services

### **Background:**

The District provides uniforms to approximately 460 designated Operations & Maintenance field employees. These uniforms are provided to employees for their welfare and safety who are involved in assignments that require them to be readily identifiable to the public or other agencies from Orlando to Homestead and west to Ft. Myers. This contract will replace the existing contract which expires on May 17<sup>th</sup>. The new contract is for a 5 year term or 3 years with 2 one year renewal options.

### **How this helps meet the District's 10-year Strategic Plan:**

To help promote a safe working environment for field personnel throughout the District. Providing a uniform service to these designated employees allows them to be recognizable to the public while performing their job.

### **Funding Source:**

G&K Services, Incorporated is the lowest responsive and responsible bidder using ad valorem funds from the Business Process Group within Operations & Maintenance. \$58,443.60 is budgeted with the remainder subject to Governing Board approval of the FY08-FY10 budgets.

### **This Board item impacts what areas of the District, both resource areas and geography:**

This contract impacts the Operation and Maintenance Resource Area and provides uniform and cleaning services throughout the District.

### **What concerns could this Board item raise?**

Limited competition based on this specialty commodity. However, this Request for Bids (RFB) followed standard Procurement procedures and the lowest responsive and responsible bidder was selected.

### **Why should the Governing Board approve this item?**

These designated employees would have to wear their own clothing with District logos in accordance with the District Uniform Policy. Uniform stained with chemicals and solvents would then become the responsibility of the employee.

GLH/jg