



MEMORANDUM

DATE: June 23, 2022

TO: Nathan Daou, NIGP-CPP, CPPO, CPPB, C.P.M., A.P.P. **FROM:** Ladd Lyons
Contract Administrator Contract Officer

Subject: Executive Summary - Request for Proposal No. 222886
Rental of Uniforms, Floor Mats, Mops, Towels, and Related Services

Dept./Div.:	TFD/City Wide	Date Issued:	November 10, 2021
Pre-Proposal Date:	November 18, 2021	No. of Individuals Attending:	11
Due Date:	December 15, 2021	No. of Proposals Received:	3
Negotiated Value:	See Below	pCard Accepted:	Yes

BACKGROUND

The City of Tucson issued the above referenced Request for Proposal to select a contractor to provide Rental of Uniforms, Floor Mats, Mops, Towels, and Related Services. The solicitation was publicly posted on the City's website and notices were emailed to all registered vendors who have indicated that email is their preferred delivery method.

EVALUATION

A committee was formed to evaluate the proposals based upon the selection criteria set forth in the RFP. The committee was comprised of the following members and signed Committee Member Statements were received from all:

Voting Committee Members
Julian Ortiz, COT/EGSD
Danielle Carley, Sun Tran
Michael Moraga, COT/Water
Chris Jurvig, COT/TFD
*Patricia Camacho, COT/DTM

Non-Voting Advisory Committee Members
Ernest Fernandez, COT/EGSD
Xavier Gracia, COT/Water
Rob Warchol, Sun Van
Fred Flores, OMNIA
Jim Walters, OMNIA
Paul Moore, COT/TFD

*Patricia Camacho attended only one discussion committee meeting on 1/12/2022 and was since then removed as a committee member.

The City received proposals from the following firms:

Cintas Corporation No. 2
Prudential Overall Supply
UniFirst Corporation

Prior to releasing the proposals to the committee, I conducted an initial review of the proposals to ensure that all requested information had been submitted. As a result, all proposals were deemed eligible for the committee's review. The committee is charged with the final determination of acceptability.

On December 16, 2021, I met with the evaluation committee and discussed the role of the committee and the evaluation process. Each committee member received a copy of the City's Guidelines for Evaluation, the evaluation criteria and copies of the proposals.

On January 12, 2022, the committee reconvened to discuss the relative strengths and weaknesses of the proposals with regard to the evaluation criteria set forth in the solicitation. Samples were requested by the committee and all samples were received by January 14, 2022. Clarifications were requested by the committee and all clarifications were received by the contractors by February 2, 2022 and submitted to the committee for review.

On February 8, 2022, after reviewing the clarifications, samples, and discussing all of the proposals, the committee members individually scored and ranked the proposals. The committee members' rankings were totaled to arrive at an overall ranking. As a result, the committee recommended entering into exclusive negotiations with the top-ranked Offeror, Cintas Corporation No. 2, with the intent of proceeding to contract award upon successful completion of negotiations.

NEGOTIATED VALUE

Through negotiations, Cintas Corporation No. 2 provided a Total Cost of Ownership and Service Guarantee that will reduce costs over the life of the contract.

CONTRACT OFFICER RECOMMENDATION:

I attest that the evaluation process was conducted in accordance with the Tucson Procurement Code and all applicable rules and regulations. Based upon the evaluation committee's recommendation, it is recommended that this contract shall be awarded to:

Cintas Corporation No. 2

Concurrence:



Nathan Daou, NIGP-CPP, CPPO, CPPB, C.P.M., A.P.P.
Contract Administrator

06/28/2022

Date