




## Memo

**Date:** January 22, 2020  
**To:** Board of Directors  
**From:** Doug Kelsey   
**Subject:** **RESOLUTION NO. 20-01-01 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH DENNIS UNIFORM MFG. LLC (DENNIS UNIFORM) FOR THE PURCHASE OF UNIFORM SUPPLY SERVICES FOR TRIMET'S TRANSPORTATION OPERATIONS DIVISION**

---

1. **Purpose of Item**

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute a contract (Contract) with Dennis Uniform Mfg. LLC (Dennis Uniform) for Uniform Supply Services for TriMet's Transportation Operations Division.

2. **Type of Agenda Item**

- Initial Contract  
 Contract Modification  
 Other \_\_\_\_\_

3. **Type of Contract Procurement**

- Low Bid / Invitation to Bid (ITB)  
 Request for Proposals (RFP) (inc. CM/GC)  
 Request for Qualifications (RFQ) (Personal Services)  
 Other (inc. sole source)

4. **Reason for Board Action**

Board authorization is required for all goods or services contracts obligating TriMet to pay in excess of \$1,000,000.

5. **Type of Action**

- Resolution  
 Ordinance 1<sup>st</sup> Reading  
 Ordinance 2<sup>nd</sup> Reading  
 Other:

6. **Background**

TriMet provides uniforms for approximately 2,000 employees. Each uniformed employee is issued a \$350 annual uniform allowance, who then uses the allowance to purchase uniform items from the District's contracted supplier of uniform items. Uniformed personnel are authorized to order items in the program from the contracted supplier in three ways: via Internet, telephone, or by visiting the contracted supplier's store. The contracted supplier is expected to maintain records in an electronic database for each uniformed employee, including sizes, a history of all uniform transactions, and the employee's uniform allowance balance.

In May 2013, the Board authorized a seven-year contract for the supply of employee uniforms. That contract, which is with Dennis Uniform, will expire on May 31, 2020.

7. **Procurement Process**

TriMet issued a Request for Proposals (RFP) on November 1, 2019. Twenty-six vendors were notified of the opportunity via TriMet's eProcurement System (TriPS). Two vendors stated their intentions to bid. However, only one vendor, Dennis Uniform, submitted a proposal to TriMet.

A Source Evaluation Committee (SEC) comprised of TriMet staff evaluated the proposal based on the criteria set forth in the RFP. These criteria included qualifications of the proposer and staff, references, sustainability practices, workforce diversity, small business diversity utilization and technical quality of the proposed work plan. The SEC determined Dennis Uniform's proposal to be fully responsive and responsible, including a work plan to assure quality of customer service, delivery methods and time, custom sizing, and fair and reasonable pricing for all uniform items. In addition, Dennis Uniform submitted all required documentation and took no exceptions to the contract requirements, other than appropriate suggestions of updates to certain uniform specifications.

The SEC considered Dennis Uniform especially responsive to the RFP's sustainability criterion. Dennis Uniform has committed to a number of green initiatives, including the conversion to a Retail Store paper bag program with a goal to eliminate all plastic bags by 2022, subsidizing public transportation for its employees, donating unsold or obsolete apparel to charitable causes, and flexible work schedules for employees who are able to perform their job functions at home.

The proposed contract has a seven-year term. Based on TriMet's current projected annual requirements for uniforms, Dennis Uniform submitted prices totaling \$3,157,350, over the seven-year term. The proposed contract's prices were determined to be fair and reasonable in comparison to staff's independent cost estimate (ICE). The proposed contract allows for adjustments to pricing each year after the first year of the contract term, subject to the current Producer Price Index schedules for the Apparel Manufacturing Industry, as published by the U.S. Department of Labor, Bureau of Labor and Statistics, at the time of adjustment.

This is a requirements contract, so actual costs will be based on TriMet's actual requirements for uniform items over the contract term. As a result, total contract costs may be modified

due to contractually approved price adjustments and staffing level increases during the seven year contract term. Therefore, the attached Resolution includes authority for potential future increases in the contract's total dollar amount of up to \$473,600, or 15 percent of the contract amount.

8. **Diversity**

The SEC considered Dennis Uniform responsive to the RFP's workforce diversity criterion. Dennis Uniform is headquartered in Portland, Oregon and states that its workforce consists of 397 employees, 64% of whom are minorities and 75% of whom are female. In addition to its in-house operations, Dennis Uniform partners with local women-owned businesses for uniform design and prototype pattern making. Staff is committed to working with this contractor to explore additional areas that may exist for subcontracting opportunities with diverse firms.

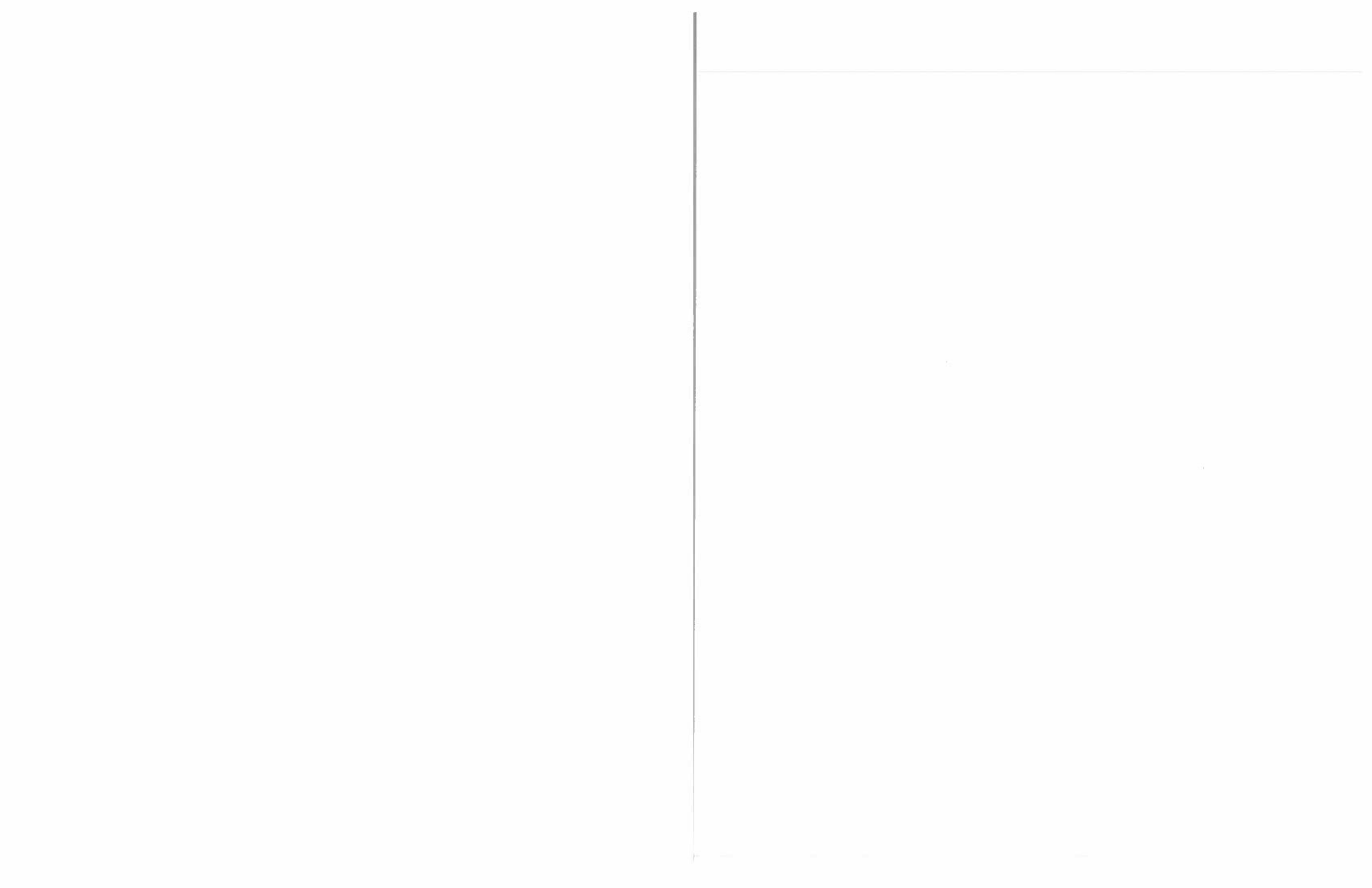
9. **Financial/Budget Impact**

The maximum amount of the contract is \$3,630,950, which includes \$473,600 for potential price adjustment modifications and staffing level increases over the seven-year contract term. The Contract amount is accounted for under various TriMet operating budgets for FY20 through FY27.

10. **Impact if Not Approved**

Staff has determined Dennis Uniform's proposal to be fully responsive and responsible, and its pricing to be fair and reasonable. The proposed contract effectively continues uniform services at current pricing and quality levels, except for inflationary adjustments. Dennis Uniform has proved to be a responsible contractor in supplying uniforms for TriMet's Transportation Operations employees, and staff therefore recommends it for award of this contract.

Even though only one proposal was received for these services, re-solicitation would be unlikely to obtain proposals superior to Dennis Uniform's proposal in either quality or price. This conclusion has been confirmed by polling those vendors who were notified of the opportunity, but who did not submit a proposal. Vendor responses ranged from not being able to supply uniforms in the quantity/style specified by TriMet, to not having the ability to provide a location for TriMet employees to go to for sizing/alterations, to simply not being interested or missing the deadline.



RESOLUTION NO. 20-01-01

**RESOLUTION NO. 20-01-01 OF THE TRI-COUNTY METROPOLITAN  
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A  
CONTRACT WITH DENNIS UNIFORM MFG. LLC FOR PURCHASE OF  
UNIFORM SUPPLY SERVICES FOR TRIMET'S TRANSPORTATION  
OPERATIONS DIVISION**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Dennis Uniform Mfg. LLC for the procurement of uniform supply services for its Transportation Operations Division (Contract); and

WHEREAS, the total amount of the Contract exceeds \$1,000,000; and

WHEREAS, by Resolution dated October 25, 2017, the TriMet Board of Directors (Board) adopted a Statement of Policies requiring the Board to authorize goods and services contracts obligating TriMet to pay in excess of \$1,000,000;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Contract shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute the Contract in the amount of not more than \$3,157,350, through the October 23, 2027 Contract term.
3. That the General Manager or his designee is authorized to execute modifications to the Contract in a total amount not to exceed \$473,600.

Dated: January 22, 2020

\_\_\_\_\_  
Presiding Officer

Attest:

\_\_\_\_\_  
Recording Secretary

Approved as to Legal Sufficiency:

  
\_\_\_\_\_  
Legal Department

