



## Uniform and Linen Service RFB TO-25-05

Publication Date: October 14, 2024  
Proposal Due Date: November 21, 2024  
Contract Term: Five Years  
Proposals Received: Three

### Summary of Specifications

This contract will be to provide uniforms, linen service, and other rental products for the following Topeka Metro locations: 201 N Kansas Ave, 200 NW Crane, and 820 SE Quincy Ave all in Topeka, Kansas. The current contract expired on December 9, 2024.

### Evaluation

There were six members on the evaluation committee representing Maintenance, Operations and Bus Operators. The committee members received the bids on November 22, 2024, for individual evaluation. The committee then met on multiple occasions to discuss the bids and also met with each bidder individually to review their products and ask follow-up questions. After a thorough review, all 3 bids were deemed to be responsive and all 3 bidders to be responsible and qualified. The bids were scored based on Customer Satisfaction and Service – 40%, Quality of Materials 30%, Price – 15%, and Required Items – 15%. The scores were then compiled, and the results were as follows:

	<u>Total Score</u>	<u>5-Year Bid Price</u>
UniFirst	8.61	\$144,190.63
Cintas	7.98	\$189,452.41
Vestis	6.85	\$115,842.87

### Recommendation

The committee members preferred the uniform products offered by UniFirst due to better overall fit and comfort. The committee acknowledges that Unifirst is not the low bidder, but Unifirst received the highest total score based on the evaluation criteria. The committee recommends awarding the contract to Unifirst. It is our determination that Unifirst is the best choice for Topeka Metro, their bid was responsive, the company is responsible, and the price quoted is fair and reasonable.