

It is the Mission of the Ann Arbor Area Transportation Authority to provide accessible, reliable, safe, environmentally responsible, and cost-effective public transportation options for the benefit of the Ann Arbor Area Community.

Agenda

Wednesday, May 20, 2015

Ann Arbor Area Transportation Authority

Board of Directors Meeting

Hilton Garden Inn, 1401 Briarwood Circle, Ann Arbor, Michigan, 9:00 a.m.

- 1.0 Public Hearing – None Scheduled
- 2.0 Communications and Announcements
- 3.0 Public Time – Comment on Agenda Items
- 4.0 Review and Approval of Minutes
 - 4.1 No Minutes for Approval
- 5.0 Board and Staff Reports
- 6.0 Question Time
- 7.0 Old Business
- 8.0 New Business
 - 8.1 Consideration of Resolution **25/2015 Award of a Contract for Transit Employee Uniforms** (p. 1-3)
- 9.0 Public Time
- 10.0 Adjourn

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MEMO

To: Planning and Development Committee

From: Michelle Whitlow, Manager of Purchasing

Date: May 12, 2015

Re: Award New Contract as a result of AAATA RFP 2014-09 – Transit Employee Uniforms

Message: On October 27, 2014, Ann Arbor Area Transportation Authority issued Request for Proposal (RFP) 2014-09 for Transit Employee Uniforms.

Scope of Services

The successful Proposer would provide – by sale, not lease – uniform items for AAATA employees including 140+ Motor Coach Operators (MCOs) and 30+ Maintenance Personnel. The successful Proposer would be responsible for meeting with each new incoming class of MCOs, taking their measurements, fitting them with the appropriate uniform pieces and doing the same for other AAATA employees who need to update their measurements or wish to review uniform samples.

Additionally, the successful Proposer would provide a website or online system that would allow employees to place orders directly with the Contractor. Currently, employees complete and submit a paper order form which AAATA's Human Resources staff then forward to the Vendor. The website/online system would allow employees to see the specific items available for them to order, check their AAATA uniform allowance balance, make a payment or partial payment using their personal funds if their AAATA uniform allowance balance is not sufficient to make the purchase, review previous orders they placed, and see the status of any back orders. AAATA administration would be able to update employee uniform allowance balances as necessary, track orders, and run reports.

Proposals Received and Evaluation

The RFP was advertised in *Passenger Transport* and *Washtenaw County Legal News*. Notice of the RFP was emailed to 17 firms. Notice was also placed on AAATA's website and the RFP was posted on the Michigan Intergovernmental Trade Network (MITN) website, an online bid system. Through MITN, 104 firms were notified of the solicitation and 47 firms viewed the RFP.

On January 8, 2015, two (2) Proposals were received in response to the RFP— one each from the following firms:

- Apparel Sewn Right (Chattanooga TN)
- Superior Uniform Sales, Inc. (Toledo OH)

AAATA staff evaluated the Proposals on the following criteria:

- Quality and variety of items offered
- Quality and functionality of online ordering portal/website; and packaging and delivery of products
- Experience, credentials and references of Proposer and Account Manager
- Understanding of project
- Overall quality and completeness of Proposal
- Price

Each Proposer interviewed with AAATA staff and provided a demonstration of their website which would be used by AAATA employees and administration to order uniform items, review AAATA uniform allowance balances, etc.

Recommendation

After careful consideration, staff is requesting that the Board approve a contract to Superior Uniform Sales, Inc. for transit employee uniforms. The contract would be for one (1) year with four (4) one-year renewal options. The amount of the contract would be for a not-to-exceed amount of \$118,000.00 which includes a one-time-only fee of \$1,200.00 for the set-up of the website. The website will not require license or maintenance fees.

Resolution 25/2015

AWARD OF A CONTRACT FOR TRANSIT EMPLOYEE UNIFORMS

WHEREAS, the Ann Arbor Area Transportation Authority (AAATA) employs seven Call-Takers, 150 Motor Coach Operators (MCOs) and 36 Maintenance Personnel, and

WHEREAS, AAATA provides uniforms for these employees to identify them to the public as AAATA employees and representatives, and

WHEREAS, in October 2014, AAATA issued Request for Proposals (RFP) 2014-09 for Transit Employee Uniforms, and

WHEREAS, the RFP sought a qualified firm to provide uniforms and a website or an online ordering system to better facilitate the ordering of uniforms, and

WHEREAS, two (2) Proposals were received and reviewed by an Evaluation Team which included AAATA staff from the Human Resources, Operations and Maintenance departments, and

WHEREAS, the Proposal from Superior Uniform Sales, Inc. has been determined to be the most advantageous to AAATA,

NOW, THEREFORE, BE IT IS RESOLVED, that the AAATA Board of Directors authorizes the Chief Executive Officer to enter into a one-year contract with four (4) one-year renewal options with Superior Uniform Sales, Inc. for transit employee uniforms for an amount not to exceed \$118,000.

Charles Griffith, Chair

May 20, 2015

Susan Baskett, Secretary

May 20, 2015