

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee  
INITIATED BY

General Services Committee  
SUBMITTED BY



Brent Sutherland- Director-  
Facilities Management  
DRAFTED BY

November 10, 2020  
DATE DRAFTED

AWARDING CONTRACT FOR RENTAL SERVICES OF UNIFORMS, SHOP TOWELS AND  
WALK-OFF MATS FOR FACILITIES MANAGEMENT DEPARTMENT 2021-2024

- 1 **WHEREAS**, funds are incorporated into the budget each year for the rental of uniforms, shop
- 2 towels and walk-off mats that are used by Facilities Management Department at all locations; and,
- 3
- 4 **WHEREAS**, specifications were prepared and solicited from five vendors with only one vendor
- 5 submitting a bid (results attached); and,
- 6
- 7 **WHEREAS**, the bid was reviewed by Purchasing and Facilities Management staff with the
- 8 recommendation to accept the bid from Unifirst of Menominee Falls, WI.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 11 assembled this 19<sup>th</sup> day of November, 2020 that a contract for uniforms, shop towels and
- 12 walk-off mats be awarded to Unifirst of Menomonee Falls, WI based on the terms and conditions
- 13 set forth in the contract and Invitation to Bid #2021-06.

Respectfully submitted,

**GENERAL SERVICES COMMITTEE**

Vacant  
Vacant, Chair

/s/ Robert Potter  
Robert Potter, Vice Chair

/s/ Brent Fox  
Brent Fox

/s/ David Homan  
David Homan

/s/ Tom Brien  
Tom Brien

FISCAL NOTE:

Funds were included in the 2021 budget and will need to be included in future budgets for this contract.

*/s/ Sherry Oja*

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.

*/s/ Richard Greenlee*

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

*/s/ Josh Smith*

Josh Smith  
County Administrator

20-11C-114

*Executive Summary*

**AWARDING CONTRACT FOR RENTAL SERVICES OF  
UNIFORMS, SHOP TOWELS AND WALK-OFF MATS FOR FACILITIES  
MANAGEMENT**

Facilities Management contracts with a private vendor to provide employee uniforms, shop towels and walk-off mats for all locations. Bids were solicited from five vendors with one responding. The only bid was received from Unifirst of Menomonee Falls, WI.

The contract will begin January 1, 2021 and terminate December 31, 2021. Facilities Management may opt to renew the contract for two additional years, 2022 and 2023. The total contract shall not exceed three years.

ROCK COUNTY, WISCONSIN

FINANCE DEPARTMENT  
PURCHASING DIVISION



**BID SUMMARY FORM**

PROJECT NUMBER #2021-06  
 PROJECT NAME UNIFORMS, SHOP TOWELS & WALK-OFF MATS  
 DEPARTMENT FACILITIES MANAGEMENT  
 BID DUE DATE OCTOBER 13, 2020 – 1:30 P.M.

	UNIFIRST MENOMONEE FALLS WI
2021 FACILITIES	6,307.60
2022 FACILITIES	6,496.82
2023 FACILITIES	6,691.72
<b>TOTAL 3 YEAR CONTRACT</b>	<b>\$ 19,496.14</b>

The Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Four additional vendors were solicited that did not respond.

PREPARED BY: Jodi Millis, Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: Unifirst

*Bob Autland* 11-10-2020  
 Signature Date

GOVERNING COMMITTEE APPROVAL:  
15/Robert Potter 4-0-1 11/17/20  
 Chair Vote Date