

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee
INITIATED BY



Duane Jorgenson, Public Works Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

November 4, 2020
DATE DRAFTED

**AWARDING CONTRACT FOR UNIFORMS, SHOP TOWELS AND WALK-OFF MATS
DEPARTMENT OF PUBLIC WORKS & PARKS FOR 2021-2023**

- 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 the Department of Public Works and Parks; 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 bids were reviewed by Purchasing and Public Works staff with the
- 8 recommendation to accept the low bid from Unifirst of Menomonee Falls Wisconsin.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 11 assembled this 17th day of December, 2020 that a contract for uniforms, shop towels and
- 12 walk-off mats be awarded to Unifirst of Menomonee Falls, Wisconsin based on the terms and
- 13 conditions set forth in the contract and Invitation to Bid #2021-06.

Respectfully Submitted,

PUBLIC WORKS COMMITTEE

FISCAL NOTE:

/s/ Rick Richard
Rick Richard, Chair

Funds were included in the 2021 budget for this contract.

/s/ Mary Mawhinney
Mary Mawhinney, Vice Chair

/s/ Sherry Oja

/s/ Mike Mulligan
Mike Mulligan

Sherry Oja
Finance Director

Absent
Yuri Rashkin

/s/ Bob Yeomans
Bob Yeomans

LEGAL NOTE:

ADMINISTRATIVE NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Recommended.

/s/ Josh Smith

/s/ Richard Greenlee

Josh Smith
County Administrator

Richard Greenlee
Corporation Counsel

EXECUTIVE SUMMARY

**DEPARTMENT OF PUBLIC WORKS
UNIFORMS, SHOP TOWELS AND WALK-OFF MATS**

The Rock County Department of Public Works Parks and Highway Divisions contract with a private vendor to provide employee uniforms, shop towels and walk-off mats.

Bids were solicited from five vendors with only one responding. The lowest, most responsible and responsive bid was received from Unifirst of Menomonee Falls, Wisconsin.

The contract will begin January 1, 2021 and terminate December 31, 2021. The Department of Public works 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



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

	UNIFIRST MENOMONEE FALLS WI
2021 PARKS	1,178.84
2021 HIGHWAY	8,681.40
2021 TOTAL	\$ 9,860.24
2022 PARKS	1,214.20
2022 HIGHWAY	8,941.84
2022 TOTAL	\$ 10,156.04
2023 PARKS	1,250.62
2023 HIGHWAY	9,210.09
2023 TOTAL	\$ 10,460.71
3 YEAR TOTAL - PARKS	3,643.66
3 YEAR TOTAL - HIGHWAY	26,833.33
TOTAL 3 YEAR CONTRACT	\$ 30,476.99

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:

[Signature] 12/8/2020
 Signature Date

GOVERNING COMMITTEE APPROVAL:

Chair Vote Date