M E M O R A N D U M

**TO: Mr. Matt McIntire, Chairperson**

**Dr. Maria Brown**

**Ms. Karen Byrd**

**Ms. Julia Pile**

**Mr. Troy Freeman**

**Mr. Matthew Turner, Superintendent**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: July 30, 2020**

**RE: Transportation Department Uniform Rentals: UniFirst**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Transportation Department would like to enter into a rental agreement for uniforms for vehicle maintenance personnel.**

**Of the proposals received from vendors, UniFirst offered the best service for a competitive price. As a comparison, the last uniform rental contract that the Transportation Department had with Cintas (2018-2019) was at $302.36 per week.**

**Vendor: UniFirst.**

**Weekly Rate: $154.94 per week**

**Term: 3 years**

**This activity will be funded through the General Fund.**

**I recommend approval of this contract, as presented.**