

December 5, 2016

17-054

ACCEPT PROPOSAL AND AWARD CONTRACT FOR
LAUNDRY SERVICES TO ALSCO

PREPARED BY: Sandy Wanner, Buyer/Contract Specialist, Procurement

FINANCIAL
RESPONSIBILITY: Linda Eden, Director, Auxiliary Services

APPROVED BY: James Langstraat, Vice President, Administration and
Finance
Mark Mitsui, College President

REPORT: The College has a need for Laundry Services, i.e. napkins, table clothes, laundry bags, towels and kitchen supplies, etc. for five (5) campuses; Sylvania, Cascade, Southeast Center and Rock Creek.

The RFP was advertised on October 21, 2016 in the Daily Journal of Commerce, on the State of Oregon Procurement Information Network (ORPIN), and on the College's solicitation website. A total of six (6) RFP documents were downloaded from the College's Purchasing Website, none were MWESB vendors.

A mandatory vendor pre-proposal meeting was held on Tuesday, November 1, 2016, five (5) vendors attended.

On the due date of November 16, 2016, one (1) proposal was received and met the requirements of the RFP.

The evaluation committee members reviewed the proposal based on the following criteria; implementation schedule, questions/pricing, vendor qualifications, product quality and support, and customer references. A total of 500 points were available.

Proposer Name:	Score:
Alsco	395

RECOMMENDATION: That the board of Directors accept and award the contract to Alsco. The initial contract will be for three (3) years, with an option to renew annually for two (2) – one (1) year extensions, not to exceed five (5) years. The

cost for this service is \$37,486.20 annually for years one (1) – three (3), year four (4) \$38,262.87 and year (5) \$38,286.17 (a total of \$189,007.64 for the five (5) year period). The funds will be covered by the Food Service Funds.