

TOWN OF PENDLETON

2020 APPROVED PURCHASING WORKSHEET

EMPLOYEE: Joe Hickman

DATE: 09 / 14 / 2023

ITEM: Carpet and rugs for Town Hall, Carpets and shop towels for Town's Highway Department

REASON FOR PURCHASE: Items required for the safety and cleanliness of employees and residence of the Town of Pendleton

FUND VERIFICATION: _____ as of _____ (Date)

Guidelines: (Check one that applies)

- Materials: More than **\$10,000** / Material & Labor: More than **\$35,000**
Written specifications, Advertising & Sealed Bids
- Material: **\$3,000 to \$10,000** / Material & Labor **\$10,000 to \$35,000**
Attach three (3) written/fax quotations
- Material: **\$500 to \$3,000** / Material & Labor **\$3,000 to \$10,000** / Highway, Water, Sewer Repair **\$1,000 to \$3,000**
Three (3) oral/Fax quotations:

LIST VENDOR, MODEL, PRICE BELOW

1. Cintas: Lowest unit price bid overall. Annaul spend will be determined by service levels selected by location. See attached

2. Unifirst: Very competitive and responsive. See attached

3. _____

- Material: **\$0 to \$500** / Material & Labor: **\$0 to \$5,000** / Highway, Water, Sewer Repair **\$0 to \$1,000**
Alternate price quotations not required/subject to Department Head Approval

If lowest quoted price is not awarded, please detail reason: _____

Reasons for non-solicitation: (Check one that applies)

- Acquisition of professional services; emergencies; sole source situations; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional facilities; goods purchased from another governmental agency; goods purchased at auction; goods purchased under NY State Contract; original equipment replacement parts/service

Signature Page

Department Heads are to sign and date all purchasing worksheets below. For purchases conforming to the Town of Pendleton Procurement Policy which require signatures from members of the Town Board, please sign and date below also.

Department Head Signature

Printed Name

Signature

Date

Town Board Signatures

Printed Name

Signature

Date

Printed Name

Signature

Date

Printed Name

Signature

Date

Town of Pendleton
 Bid for Rugs and Towel
 Bid Summary
 September 2023

Town Of Pendleton DPW				Cintas	Unifirst	Cintas	Unifirst
Description	Frequency	Qty	Service Freq	Price each	Price each	Per Visit	Per Visit
3 X 5 Floor Mat	Once per month	1	1	\$9.50	\$8.00	\$9.50	\$8.00
3 X 10 Floor Mat	Once per month	3	1	\$12.50	\$12.00	\$37.50	\$36.00
Shop Towels	Once per month	50	1	\$0.08	\$0.13	\$4.00	\$6.50
Lost / Replacement Charge				\$0.00	\$0.49	\$0.00	\$0.49
						\$51.00	\$50.99
			Fess and Surcharges	\$4.95	\$10.00	\$4.95	\$15.00
						\$55.95	\$65.99
Town Of Pendleton Town Hall				Cintas	Unifirst	Cintas	Unifirst
Description	Frequency	Qty	Service Freq	Price each	Price each	Per Visit	Per Visit
3 X 5 Scraper Mat	Once per month	2	1	\$6.00	\$6.00	\$12.00	\$12.00
3 X 5 Floor Mat	Once per month	1	1	\$9.50	\$8.00	\$9.50	\$8.00
3 X 10 Floor Mat	Once per month	5	1	\$12.50	\$12.00	\$62.50	\$60.00
4 X 8 Floor Mat	Once per month	1	1	\$15.50	\$13.00	\$15.50	\$13.00
						\$99.50	\$93.00
			Fess and Surcharges	\$4.95	\$10.00	\$4.95	\$10.00
						\$104.45	\$103.00
						\$160.40	\$168.99

Bid for twice monthly service							
Town Of Pendleton DPW				Cintas	Unifirst	Cintas	Unifirst
Description	Frequency	Qty	Service Freq	Price each	Price each	Based on two visits	Based on two visits
3 X 5 Floor Mat	Twice per month	1	2	\$7.00	\$5.00	\$14.00	\$10.00
3 X 10 Floor Mat	Twice per month	3	2	\$9.00	\$8.00	\$54.00	\$48.00
Shop Towels	Twice per month	50	2	\$0.08	\$0.10	\$8.00	\$10.00
Lost / Replacement Charge				\$0.00	\$0.49	\$0.00	\$0.98
						\$76.00	\$68.98
			Fess and Surcharges	\$4.95	\$10.00	\$9.90	\$20.00
						\$85.90	\$88.98
Town Of Pendleton Town Hall				Cintas	Unifirst	Cintas	Unifirst
Description	Frequency	Qty	Service Freq	Price each	Price each	Based on two visits	Based on two visits
3 X 5 Scraper Mat	Twice per month	2	2	\$4.00	\$4.00	\$16.00	\$16.00
3 X 5 Floor Mat	Twice per month	1	2	\$7.00	\$5.00	\$14.00	\$10.00
3 X 10 Floor Mat	Twice per month	5	2	\$9.00	\$8.00	\$90.00	\$80.00
4 X 8 Floor Mat	Twice per month	1	2	\$10.00	\$9.00	\$20.00	\$18.00
						\$140.00	\$124.00
			Fess and Surcharges	\$4.95	\$10.00	\$9.90	\$20.00
						\$149.90	\$144.00
						\$235.80	\$232.98

Town of Pendleton, Niagara County NY

Bid for rugs and shop towel service

Bid for monthly service

Town Of Pendleton DPW

Description	Frequency	Qty	Service Freq	Price each	Per month
3 X 5 Floor Mat	Once per month	1	1	\$9.50	\$9.50
3 X 10 Floor Mat	Once per month	3	1	\$12.50	\$37.50
Shop Towels	Once per month	50	1	\$0.08	\$4.00
Lost / Replacement Charge				\$0.00	\$0.00
					\$51.00

Town Of Pendleton Town Hall

Description	Frequency	Qty	Service Freq	Price each	Per month
3 X 5 Scrapper Mat	Once per month	2	1	\$6.00	\$12.00
3 X 5 Floor Mat	Once per month	1	1	\$9.50	\$9.50
3 X 10 Floor Mat	Once per month	5	1	\$12.50	\$62.50
4 X 8 Floor Mat	Once per month	1	1	\$15.50	\$15.50
					\$99.50

Any fees or surcharges	Qty 2	Price per \$4.95			\$9.90
		Per month			\$160.40
		Annual			\$1,924.80

Town of Pendleton, Niagara County NY

Bid for twice monthly service

Town Of Pendleton DPW

Description	Frequency	Qty	Service Freq	Price each	Per month
3 X 5 Floor Mat	Twice per month	1	2	\$7.00	\$14.00
3 X 10 Floor Mat	Twice per month	3	2	\$9.00	\$54.00
Shop Towels	Twice per month	50	2	\$0.08	\$8.00
Lost / Replacement Charge				\$0.00	\$0.00
					\$76.00

the monthly totals are not calculating here (there would be 2 services with EOW)

Town Of Pendleton Town Hall

Description	Frequency	Qty	Service Freq	Price each	Per month
3 X 5 Scraper Mat	Twice per month	2	2	\$4.00	\$16.00
3 X 5 Floor Mat	Twice per month	1	2	\$7.00	\$14.00
3 X 10 Floor Mat	Twice per month	5	2	\$9.00	\$90.00
4 X 8 Floor Mat	Twice per month	1	2	\$10.00	\$20.00
					\$140.00

the monthly totals are not calculating here (there would be 2 services with EOW)

Any fees or surcharges	Qty 4	Price per \$4.95	\$19.80
		Per month	\$235.80
		Annual	\$2,829.60

Town may select frequency which best fits department needs

Bid Due: August 25, 2023

Term: 24 months / 36 months

Effective Date: October 9, 2023

Question: Joe Hickman Councilmember

jhickman@pendletonny.us

Town of Pendleton
 Bid for Rugs and Towel
 Bid Summary
 September 2023

Scenario	Cintas	Unifirst
Town Hall Once per month	\$104.45	\$103.00
DPW Twice per month	\$85.90	\$88.98
	\$190.35	\$191.98
TH Twice/mo	\$149.90	\$144.00
DPW Twice/mo	\$85.90	\$88.98
	\$235.80	\$232.98
TH Once/mo	\$104.45	\$103.00
DPW Once/mo	\$55.95	\$65.99
	\$160.40	\$168.99

Bid review Unifirst bid for Rugs and Shop Towel Town of Pendleton September 2023

8/28/23					
Facility Service Proposal For			UniFirst Corporation		
Town Of Pendleton TH Bi-Weekly			3999 Jeffrey Boulevard, Blasdell 14219		
FULL SERVICE RENTAL PROGRAM					
UniFirst Code	Item Description	Frequency	Qty	Rate	Every Other Week Price
5388	3X5 Scraper Mat	2	2	\$4.00	\$8.00
76GS	3X5 Floor Mat	2	1	\$5.00	\$5.00
76GC	3x10 Floor Mat	2	5	\$8.00	\$40.00
76GD	4X8 Floor Mat	2	1	\$9.00	\$9.00
*	DEFE (Delivery, Environment, Fuel, & Energy)			\$10.00	\$10.00
Proposed pricing effective for 30 days from date at top of page					\$72.00
ONE TIME CHARGES FOR NEW EMPLOYEES					
EMBROIDERED COMPANY LOGO EMBLEM			UniFirst is the only		
INDIVIDUAL NAME EMBLEM			Industrial Laundry Company		
GARMENT SET-UP SERVICE CHARGE			That is ISO 9001-2008 Certified		
UniFirst Sales Rep Dave Wilson (716) 866-3993 UniFirst.com					
<i>Thank you for the opportunity to earn your business!</i>					

8/28/23					
Facility Service Proposal For			UniFirst Corporation		
Town Of Pendleton DPW Bi Weekly			3999 Jeffrey Boulevard, Blasdell 14219		
FULL SERVICE RENTAL PROGRAM					
UniFirst Code	Item Description	Frequency	Qty	Rate	Every Other Week Price
76GS	3X5 Floor Mat	2	1	\$5.00	\$5.00
76GC	3x10 Floor Mat	2	3	\$8.00	\$24.00
8023	Shop Towels	2	50	\$0.10	\$5.00
	Lost/replacement Charge	2	1% @ .49		\$0.49
*	DEFE (Delivery, Environment, Fuel, & Energy)			\$10.00	\$10.00
Proposed pricing effective for 30 days from date at top of page					\$44.49
ONE TIME CHARGES FOR NEW EMPLOYEES					
EMBROIDERED COMPANY LOGO EMBLEM			UniFirst is the only		
INDIVIDUAL NAME EMBLEM			Industrial Laundry Company		
GARMENT SET-UP SERVICE CHARGE			That is ISO 9001-2008 Certified		
UniFirst Sales Rep Dave Wilson (716) 866-3993 UniFirst.com					
<i>Thank you for the opportunity to earn your business!</i>					

Bid review Unifirst bid for Rugs and Shop Towel Town of Pendleton September 2023

8/28/23					
Facility Service Proposal For		UniFirst Corporation			
Town Of Pendleton DPW - Monthly Svc		3999 Jeffrey Boulevard, Blasdell 14219			
FULL SERVICE RENTAL PROGRAM					
UniFirst Code	Item Description	Frequency	Qty	Rate	Every Other Week Price
76GS	3X5 Floor Mat	2	1	\$8.00	\$8.00
76GC	3x10 Floor Mat	2	3	\$12.00	\$36.00
8023	Shop Towels	2	50	\$0.13	\$6.50
	Lost/replacement Charge	2	1%@.49		\$0.49
*	DEFE (Delivery, Environment, Fuel,& Energy)			\$15.00	\$15.00
Proposed pricing effective for 30 days from date at top of page					\$65.99
ONE TIME CHARGES FOR NEW EMPLOYEES					
EMBROIDERED COMPANY LOGO EMBLEM					
INDIVIDUAL NAME EMBLEM					
GARMENT SET-UP SERVICE CHARGE					
UniFirst is the only Industrial Laundry Company That is ISO 9001-2008 Certified					
UniFirst Sales Rep Dave Wilson (716) 866-3993 UniFirst.com					
<i>Thank you for the opportunity to earn your business!</i>					

Bid review Unifirst bid for Rugs and Shop Towel Town of Pendleton September 2023

August 28, 2023					
Facility Service Proposal For		UniFirst Corporation			
Town Of Pendleton TH Monthly		3999 Jeffrey Boulevard, Blasdell 14219			
FULL SERVICE RENTAL PROGRAM					
UniFirst Code	Item Description	Frequency	Qty	Rate	Every Other Week Price
5388	3X5 Scraper Mat	2	2	\$6.00	\$12.00
76GS	3X5 Floor Mat	2	1	\$8.00	\$8.00
76GC	3x10 Floor Mat	2	5	\$12.00	\$60.00
76GD	4X8 Floor Mat	2	1	\$13.00	\$13.00
*	DEFE (Delivery, Environment, Fuel,& Energy)			\$10.00	\$10.00
Proposed pricing effective for 30 days from date at top of page					\$103.00
ONE TIME CHARGES FOR NEW EMPLOYEES					
EMBROIDERED COMPANY LOGO EMBLEM					
INDIVIDUAL NAME EMBLEM					
GARMENT SET-UP SERVICE CHARGE					
UniFirst is the only Industrial Laundry Company That is ISO 9001-2008 Certified					
UniFirst Sales Rep					
Dave Wilson					
(716) 866-3993					
UniFirst.com					