

MEMO

P 19

To: John A. Gray, Senior Buyer, Office of Purchasing
From: Teresa V. Lemon, Buyer, Office of Purchasing
Date: April 10, 2000
Subject: MDO

The attached documentation is a result of the research on the purchase of uniforms vs. rental of uniforms for our blue collar workers. The figures on uniform purchase come from an existing contract for the Ho. Co. Board of Education. Although the cost for the first year of the program to purchase the uniforms for 75 employees is approximately \$7000.00 more than rental, the cost for the second year is approximately \$2500.00 less than the cost of rental and by the third year, the cost is dramatically reduced by \$11,977.50.

The initial outlay of County funds for the purchase of a specific supply of uniforms for each employee is \$370.85. Starting with year 2, an annual stipend is issued to each employee of \$150.00 - for replacement of worn articles of clothing.

These results were passed onto Central Fleet and Bureau of Utilities to see if they want to participate in a uniform buy program. Both Roy Stecher and Robert Beringer stated that they were not interested in participating in the program. They voiced concerns over their employees laundering their own clothes due to the type of chemicals they come in contact with on a daily basis. They felt that only a commercial rental company could ensure a high enough temperature for cleaning. Given their position, we will go forth and prepare a request for quotation addressing these agencies needs for rental uniform services.

The Bureau of Highways will go forward with their pilot program, purchasing uniforms for their 75 union employees. The purchase requisitions are being issued and should arrive shortly.

CURRENT METHOD - RUS UNIFORM SERVICE

FIRST YEAR COST

<u>Items</u>	<u># Employees</u>	<u>Weekly cost/employee All Items</u>	<u>Annual Cost</u>
11 Long Sleeve Shirts	75		
11 Short Sleeve Shirts	75	\$ 4.80	\$18,720.00
11 Pants	75		
2 Coveralls	75		
5 T-Shirts	75	\$27.25	<u>2,043.75</u>
Total Annual Cost All Items			<u>\$20,763.75</u>
Total Annual Cost Per Employee: <u>\$ 276.85</u>			

SECOND YEAR COST (Same as 1st year) \$20,763.75

Total 1st and 2nd year Cost \$41,527.50

Cost per Employee 1st and 2nd year: \$553.70

THIRD YEAR COST (Same as 1st year) \$20,763.75

Total 1st, 2nd and 3rd year Cost \$62,291.25

Cost per Employee 1st, 2nd and 3rd year: \$830.55

PROPOSED METHOD - BUY WITH ANNUAL STIPEND

FIRST YEAR COST

<u>Items</u>	<u># Employees</u>	<u>Unit Cost</u>	<u>Total Cost</u>
11 Long Sleeve Shirts	75	\$ 8.20	\$ 6,765.00
11 Short Sleeve Shirts	75	6.85	5,651.25
11 Pants	75	13.25	10,931.25
2 Coveralls	75	17.65	2,647.50
5 T-Shirts	75	4.85	<u>1,818.75</u>
Total Annual Cost All Items			<u>\$27,813.75</u>

Total Annual Cost Per Employee: \$ 370.85

SECOND YEAR COST	(Same as 1 st year)	\$27,813.75	
Annual Stipend: \$150.00 x 75 employees		11,250.00	
Total 1 st and 2 nd year Cost			<u>\$39,063.75</u>
Cost per Employee 1 st and 2 nd year:			<u>\$520.85</u>

THIRD YEAR COST	(Same as 1 st year)	\$27,813.75	
Annual Stipend: \$150.00 x 75 employees		11,250.00	
Total 1 st , 2 nd and 3 rd year Cost			<u>\$50,313.75</u>
Cost per Employee 1 st , 2 nd and 3 rd year:			<u>\$670.85</u>