



# City Council Report

**Date:** April 21, 2014  
**To:** City Council  
**Through:** Alex Deshuk, Manager of Technology and Innovation  
**From:** Edward Quedens, MPA, C.P.M., CPPO, Business Services Director  
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator  
**Subject:** Three (3)-Year Term Contract for the Safety Shoe Program for the Human Resources Department **(Citywide)**

## Purpose and Recommendation

Council is requested to approve the Term Contract for the Safety Shoe Program as recommended. A committee representing Human Resources and Purchasing evaluated responses.

The evaluation committee recommends awarding the contract to the highest scored proposals from American Safety Shoe Co. Inc.; Boot Barn (a Mesa business); Bound Tree Medical LLC; International Corporate Apparel; J.R.'s Shoes and Boots; LeHigh Outfitters; Red Wing Shoes (a Mesa business), United Fire Equipment; and Universal Police Supply; not to cumulatively exceed \$150,000 annually, based on estimated requirements.

## Background / Discussion

The City is responsible for ensuring employees who are, or expected to be, exposed to certain workplace hazards are provided the proper personal protective equipment (PPE) in order to avoid on the job injury and/or illness. There are more than 1,000 employees in over 80 job titles that require PPE for foot protection.

The contract will provide qualified vendors to provide safety shoes for 750 City employees who perform jobs where safety shoes are required. For a majority of these employees, the City provides an \$85 allowance toward the cost of these shoes. Approximately 900 pairs of shoes are purchased annually.

The City requires the qualified vendors to meet all of the Safety Shoe Program criteria. In addition, at the City's sole discretion, these suppliers may be added to or deleted from the City's Qualified Vendor List at any time upon thirty days advance written notice.

Staff from Human Resources – Safety Services evaluated the proposals based on the elements: Conformance with Shoe Specifications; Convenience of Service; Management Reports; Warranty; and Price.

Safety Services evaluated and determined all of the proposal responses met the objective of the City's Safety Shoe program in services, convenience, billing, OSHA product specifications, reasonable pricing, employee eligibility and reporting. The number of vendors recommended for award is important so that employees are given ample options

to ensure the safety shoe meets the safety requirements for the work performed. The evaluation committee unanimously agreed on the recommendation.

## **Alternatives**

Council may choose not to authorize the purchase and new responses will be solicited.

## **Fiscal Impact**

The total amount of \$150,000 is available through various City Departments using the contract for their purchases.

## **Coordinated With**

Human Resources – Safety Services and Purchasing

## **PURCHASING INFORMATION**

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2014135

Vendors Registered on Bid List: Eighty-six (Eight Mesa)

Advertising: Arizona Republic, Bid Net, Purchasing Website

Downloads: Forty-four

Responses: Nine

Local Consideration: Policy did not apply to this procurement

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Two, one-year renewal subject to future Council consideration

Prices: Each qualified vendor quoted their proposed price structure (a percentage discount from the manufacturer's suggested retail price, a flat discount (\$xx per pair), or a net price. Once established, the price/discount structure may not be changed more than once per year

Pricing Available to Other Cooperative Agencies: Yes

## **Proposals received on January 22, 2014:**

American Safety Shoe Co. Inc. – Tempe, AZ

Boot Barn – Mesa, AZ

Bound Tree Medical LLC – Dublin, OH

International Corporate Apparel – Phoenix, AZ

J.R.'s Shoes and Boots – Gilbert, AZ

LeHigh Outfitters – Nelsonville, OH

Red Wing Shoes – Mesa, AZ

United Fire Equipment – Tempe, AZ

Universal Police Supply – Tempe, AZ

"No Bid" received from MES Fire – Tempe, AZ

**Proposal Scoring Results:**

<b>Elements / Possible Points</b>	LeHigh Outfitters	American Safety Shoe Co. Inc.	Red Wing Shoes	J.R.'s Shoes and Boots	Boot Barn	Bound Tree Medical LLC	United Fire Equipment	Universal Police Supply	International Corporate Apparel
Conformance with Shoe Specifications / 30 points	30	30	30	30	30	30	30	30	30
Convenience of Service / 20 points	15	20	20	20	20	15	15	15	10
Management Reports / 10 points	10	10	10	7	10	5	10	10	0
Warranty / 20 points	20	15	20	20	10	10	10	10	10
Price / 20 points	20	17	10	11	13	18	11	8	20
<b>Total / 100 Points</b>	<u><b>95</b></u>	<u><b>92</b></u>	<u><b>90</b></u>	<u><b>88</b></u>	<u><b>83</b></u>	<u><b>78</b></u>	<u><b>76</b></u>	<u><b>73</b></u>	<u><b>70</b></u>

## **AWARD RECOMMENDATION**

Description
<p data-bbox="235 258 1347 405">Pre-qualified vendors to provide safety shoes for City employees. Qualified vendors must meet all of the Safety Shoe Program criteria. At the City's sole discretion, suppliers may be added to or deleted from the Qualified Vendor List (QVL) at any time upon thirty (30) days advance written notice.</p> <p data-bbox="235 443 889 772">American Safety Shoe Co. Inc. – Tempe, AZ Boot Barn – Mesa, AZ Bound Tree Medical LLC – Dublin, OH International Corporate Apparel – Phoenix, AZ J.R.'s Shoes and Boots – Gilbert, AZ LeHigh Outfitters – Nelsonville, OH Red Wing Shoes – Mesa, AZ United Fire Equipment – Tempe, AZ Universal Police Supply – Tempe, AZ</p> <p data-bbox="574 810 1114 884"><b>Annual Contract Amount: <u>\$150,000</u></b> (not to cumulatively exceed)</p>