



# City Council Report

**Date:** July 3, 2017  
**To:** City Council  
**Through:** Mike Kennington, Chief Financial Officer  
**From:** Edward Quedens, MPA, C.P.M., CPPO, Business Services Director  
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator  
**Subject:** One-Year Renewal Contract for Uniform Garments for the Fire and Medical Department **(Citywide)**

## **Purpose and Recommendation**

Council is requested to approve the Renewal Contract for Uniform Garments as recommended.

The Fire and Medical Department and Purchasing recommend authorizing a one-year renewal with Matlick Enterprises, Inc. dba United Fire Equipment Company at \$307,000.00, based on estimated requirements.

## **Background / Discussion**

This contract provides Fire and Medical station/work uniforms (various shirts, hats, outerwear, pants, shorts, dress uniform items, etc.) worn by Fire personnel during their normal daily job duties. All services and supplies necessary to provide new garments including measuring, tailoring/alterations, screen printing, embroidering and returns/exchanges are also provided.

The uniforms are purchased by individual Fire personnel through a voucher system with defined uniform allowances per person ranging from \$100 to \$550 per person. Uniform allowances are determined by job duties/assignment. Uniform items are selected in accordance with the National Fire Protection Association (NFPA) Standard 1975, 2009 Edition.

Council approved the initial three-year contract with renewal options on 8/19/2013, and the first, one-year renewal contract on 6/20/2016. This is the second and final, one-year renewal contract.

United Fire Equipment Company offered to renew the contract without a price increase and was the lowest priced respondent when this contract was originally evaluated. The City believes that rebidding the solicitation would not result in lower pricing or a more favorable provider. Renewing the current contract for the last year will also allow for continuity in the fire uniform program. Fire and Medical will start working on new uniform specifications (process takes approximately 9 months) in preparation of a new solicitation.

**Alternatives**

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

**Fiscal Impact**

The annual contract amount is available in the Fire and Medical Department operating budget.

**Coordinated With**

Fire & Medical and Purchasing

**PURCHASING INFORMATION**

Action: Renewal

Procurement Type: Request for Proposals

Solicitation Number: 2013126

Responses Received: 3 (1 Non-Responsive) and 1 No Bid response

Initial Contract Term: Three Years

Renewal Term: One Year (Second and Final)

**Proposals Received on July 1, 2013**

Surf &amp; Ski – Mesa, AZ

United Fire Equipment Company - Tempe, AZ

Shirttail – Mesa, AZ

Non-Responsive – Did not bid all items in Groups as required (Contractors must bid all items in a Group to be eligible for award).

No Bid response received from

MES dba Municipal Emergency Services – Tempe, AZ

**Proposal Scoring Results**

Elements / Maximum Points Possible	United Fire Equipment Company - Tucson, AZ (Awarded)	Surf & Ski Mesa, AZ
Adherence to Specifications / 20 points	15	10
Quality of Uniform Items / 20 points	20	20
Customer Service / 20 points	18	12
Silk-Screen Capabilities / 15 points	15	12
Invoicing Capabilities / 10 points	10	8
Delivery / 10 points	5	5
Price / 5 points	5	4.5
Total Points / 100 points	<u>88</u>	71.5

**RENEWAL RECOMMENDATION**

***United Fire Equipment Company***  
**Tempe, AZ**

Description
<p>Fire &amp; Medical Uniform Garments per Contract No. 2013126, Terms and Conditions, Specifications and Pricing as offered</p> <p><b>Annual Contract Amount: <u>\$307,000.00</u></b></p>