

City Council Report

Date: August 19, 2019
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: One-Year Renewal with a One-Year Renewal Option to the Term Contract for Uniform Garments for Citywide Use as requested by the Business Services Department **(Citywide)**

Recommendation

Council is requested to approve the contract renewal as recommended.

The Business Services Department and Purchasing recommend authorizing the renewal with International Corporate Apparel, Inc. (ICA); and Mission Linen Supply; at \$270,000 annually, with an annual increase allowance of up to 5% or the adjusted Producer Price Index.

Background / Discussion

Through its uniform purchase program (Uniform Garment Program), the City purchases and issues garments to certain job classifications. Items include t-shirts, polo shirts, and jeans; poly/cotton and cotton uniform shirts and pants; and jackets, hats and ball caps. Departments using this contract include Energy Resources, Facilities Maintenance, Fleet Services, Parks, Recreation and Community Facilities, Environmental Management & Sustainability and Water Resources. The Fire and Medical Department has a separate contract.

Mission Linen Supply agreed to renew at last year's prices and would like to add embroidery service charges to the contract renewal. ICA requested price increases with an overall increase of 3.8% as suppliers have imposed tariff-based increases of 10% to 25%. The Producer Price Index for apparel has increased by 9.2% over the past year.

City Departments have been satisfied with each vendor's performance, are interested in retaining both vendors for another year and agreed to the new pricing structure (Amendment No. 2). This contract continues to be advantageous to the City and it is in the City's best interest to renew the contract.

Purchase Information

Action: Renewal (1st of 2 possible)
Procurement Type: Request for Bids
Contract Number: 2016228
Original Council Award Date: 8/22/2016
Initial Contract Term: Three years
Funding Source: Purchases are subject to the budget amounts available in each ordering Department's operating budget