



City Council Report

Date: February 8, 2021
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Dollar Limit Increase 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 amendment as recommended.

The Business Services Department and Purchasing recommend increasing the dollar limit with International Corporate Apparel, Inc. and Mission Linen Supply by \$200,000, from \$270,000 to \$470,000.

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 and Sustainability, and Water Resources. The Fire and Medical Department has a separate contract.

The contract was administratively renewed for 6 months on August 31, 2020 with no additional funding. City Staff anticipated that, due to the COVID-19 pandemic, there could be difficulties rebidding or awarding a new contract. The decision was made to extend the existing contract by 6 months. These additional funds are needed for the purchases being made during this extension period.

Purchase Information

Action: Dollar Limit Increase
Procurement Type: Request for Bids
Contract Number: 2016228
Initial Contract Term: Three Years
Possible Renewals: Up to a maximum of two years subject to Administrative review and approval (none remaining)
Funding Source: Purchases are subject to the budget amounts available in each ordering Department's budget
Original Council Award Date: 8/22/2016

Dollar Limit History

Original Award Amount (8/19/2019 Year 3 Renewal):	\$270,000.00
Dollar Limit Increase Request (2/8/2021):	<u>\$200,000.00</u>
New Contract Value (through 2/28/2021):	\$470,000.00