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**City of Las Cruces**<sup>®</sup>  
 PEOPLE HELPING PEOPLE

**Council Action and Executive Summary**

Item # 5 Ordinance/Resolution# 13-14-314

For Meeting of \_\_\_\_\_  
 (Ordinance First Reading Date)

For Meeting of June 16, 2014  
 (Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL                       LEGISLATIVE                       ADMINISTRATIVE

**TITLE:** A RESOLUTION APPROVING AN INDEFINITE COST, INDEFINITE QUANTITY PURCHASE OF UNIFORMS FOR CITY DEPARTMENTS VIA EXISTING CONTRACT NO. 12-049 BETWEEN DONA ANA COUNTY AND BAZAAR UNIFORMS AND MEN'S STORE, LLC OF EL PASO, TEXAS.

**PURPOSE(S) OF ACTION:**

Approve purchase of City work uniforms.

<b>COUNCIL DISTRICT:</b> N/A		
<b>Drafter/Staff Contact:</b> Charlene Gomez	<b>Department/Section:</b> Finance/Purchasing	<b>Phone:</b> 541-2569
<b>City Manager Signature:</b> 		

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

Several departments within the City of Las Cruces provide their employees with work uniforms to be worn pursuant to City Manager Uniform Policy CMP #1.7. To minimize costs, it is in the best interest of the City to standardize uniform style and quality. Providing standardized uniforms distinctly identifies employees as representatives of the City in the performance of their duties.

Purchasing staff recommends utilizing existing Contract No. 12-049 between Dona Ana County and Bazaar Uniforms and Men's Store, LLC for the purchase of City work uniforms. The Existing Contract Purchase Agreement allows the City to purchase work uniforms via an established price agreement while realizing savings in administrative costs, resources and time. Because the City's average annual expenditure for uniforms is approximately \$75,000.00, seeking an alternate procurement process would prolong meeting the requirement to purchase work uniforms in fiscal year 2015.

**SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract.

(Continue on additional sheets as required)

**SOURCE OF FUNDING:**

<b>Is this action already budgeted?</b>	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from:
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.

  

<b>Does this action create any revenue?</b>	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY _____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

Individual department request to purchase work uniforms will be dependent on and limited to available departmental budgets.

**FUND EXPENDITURE SUMMARY:**

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Various	Various	Various	Various	Various	Various

**OPTIONS / ALTERNATIVES:**

- Vote "Yes"; this will approve an indefinite cost, indefinite quantity purchase of uniforms for City departments via Dona Ana County Contract No. 12-049.
- Vote "No"; this will require Purchasing staff to seek alternative sources and procurement methods to establish a price agreement for work uniforms.
- Vote to "Amend"; this could delay City departments requirement to provide employees with work uniforms pursuant to CMP #1.7.
- Vote to "Table"; this could delay City departments requirement to provide employees with work uniforms pursuant to CMP #1.7.

**REFERENCE INFORMATION:**

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

- N/A

(Continue on additional sheets as required)

**RESOLUTION NO. 13-14-314**

**A RESOLUTION APPROVING AN INDEFINITE COST, INDEFINITE QUANTITY PURCHASE OF UNIFORMS FOR CITY DEPARTMENTS VIA EXISTING CONTRACT NO. 12-049 BETWEEN DONA ANA COUNTY AND BAZAAR UNIFORMS AND MEN'S STORE, LLC OF EL PASO, TEXAS.**

The City Council of the City of Las Cruces is informed that:

**WHEREAS**, various City of Las Cruces departments provide their employees with work uniforms to be worn pursuant to City Manager Uniform Policy CMP #1.7; and

**WHEREAS**, it is in the best interest of the City to standardize uniform style and quality to minimize costs; and

**WHEREAS**, the City's average annual expenditure for work uniforms is approximately \$75,000.00; and

**WHEREAS**, to facilitate the purchase of work uniforms and for the benefit of savings in administrative costs, resources and time, Purchasing staff recommends utilizing existing Contract No. 12-049 between Dona Ana County and Bazaar Uniforms and Men's Store, LLC to purchase City work uniforms; and

**WHEREAS**, Dona Ana County Contract No. 12-049 expires on June 30, 2014 with the option to renew for an additional year through June 30, 2015.

**NOW, THEREFORE**, Be it resolved by the governing body of the City of Las Cruces:

**(I)**

**THAT** City Council approves an indefinite cost, indefinite quantity purchase of uniforms for City departments from Bazaar Uniforms and Men's Store, LLC of El Paso, Texas via Dona Ana County Contract No. 12-049.

(II)

THAT the Purchasing Manager is hereby authorized to contract with Bazaar Uniforms and Men's Store, LLC as outlined in the signed Exhibit "A", Purchasing Manager's Request to Contract Form, attached hereto.

(III)

THAT City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

APPROVED AS TO FORM:

  
City Attorney

VOTE:

- Mayor Miyagishima: \_\_\_\_\_
- Councillor Silva: \_\_\_\_\_
- Councillor Smith: \_\_\_\_\_
- Councillor Pedroza: \_\_\_\_\_
- Councillor Small: \_\_\_\_\_
- Councillor Sorg: \_\_\_\_\_
- Councillor Levatino: \_\_\_\_\_

# CITY OF LAS CRUCES

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## PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: June 16, 2014

Resolution No.: 13-14-314

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### Existing Contract Purchase For Uniforms for City Departments

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The Las Cruces City Council is provided the following information concerning this request:

#### RFP/BID SOLICITATION INFORMATION:

- |   |  |
|---|--|
| 1. Existing Contract Issuer                         | <b>Dona Ana County</b>   |
| 2. Contract Number:                                 | <b>12-049</b>  |
| 3. Contract Expiration Date:                        | <b>June 30, 2014</b>   |
| 4. Description:                                     | <b>Uniforms for County Departments</b>                         |
| 5. Using Department:                                | <b>Finance</b>   |
| 6. Current Award Recommendation To:                 | <b>Bazaar Uniforms and Men's Store, LLC<br/>of El Paso, TX</b> |
| 7. Award Amount (includes any tax and contingency): | <b>Indefinite, As Needed</b>                                   |
| 8. Projected Completion Date:                       | <b>N/A</b>   |
- 

#### PROCUREMENT CODE COMPLIANCE:

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-316**.

*Karen Medina, 5/30/14*  
Purchasing Manager                      Date

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#### CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	TBD
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