



City of Las Cruces
PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 7

Ordinance/Resolution# 15-16-099

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of November 16, 2015
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL

LEGISLATIVE

ADMINISTRATIVE

TITLE: A RESOLUTION APPROVING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR THE PURCHASE OF UNIFORMS FOR CITY DEPARTMENTS VIA EXISTING CONTRACT NOS. 16-086 BETWEEN DOÑA ANA COUNTY AND KEL-LAC UNIFORMS OF SAN ANTONIO, TEXAS; 16-101 BETWEEN DOÑA ANA COUNTY AND BAZAAR UNIFORMS AND MEN'S STORE, LLC OF EL PASO, TEXAS WITH THE OPTION TO RENEW FOR AN ADDITIONAL THREE (3) ONE (1) YEAR TERMS; AND A1465-10 BETWEEN US COMMUNITIES AND SERVICEWEAR APPAREL, INC. OF NASHVILLE, TENNESSEE SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL.

PURPOSE(S) OF ACTION:

Approve contract award.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Bertha Chavira	<u>Department/Section:</u> Finance/Purchasing	<u>Phone:</u> 541-2520
<u>City Manager Signature:</u> 		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Several departments within the City of Las Cruces (City) provide their employees with work uniforms 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 to distinctly identify employees as representatives of the City in the performance of their duties.

Purchasing staff recommends utilizing the existing contracts between Dona Ana County and Bazaar Uniforms and Men's Store, LLC and Kel-lac Uniforms, and the existing contract between US Communities and ServiceWear Apparel, Inc., to purchase City work uniforms. The existing contract purchase agreements allow the City to purchase work uniforms via an established price agreement while realizing savings in administrative costs, resources and time. The City's average annual expenditure for uniforms is approximately \$80,000.00; seeking an alternate procurement process would prolong meeting the requirement to purchase work uniforms in fiscal year 2016.

(Continue on additional sheets as required)

SUPPORT INFORMATION:

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

SOURCE OF FUNDING:

Is this action already budgeted?	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.
Does this action create any revenue?	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:

1. Vote "Yes"; this will approve an indefinite quantity, indefinite cost purchase of uniforms for City departments via existing contract between Doña Ana County and Kel-Lac Uniforms, 16-086 and Dona Ana County and Bazaar Uniforms and Men's Store, LLC, 16-101 and via US Communities contract between ServiceWear Apparel, Inc., A1465-10.
2. Vote "No"; this will require Purchasing staff to seek alternative sources and procurement methods to establish a price agreement for work uniforms.
3. Vote to "Amend"; this could delay City department's requirement to provide employees with work uniforms pursuant to CMP #1.7.
4. Vote to "Table"; this could delay City department's requirement to provide employees with work uniforms pursuant to CMP #1.7.

(Continue on additional sheets as required)

REFERENCE INFORMATION:

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

1. N/A

(Continue on additional sheets as required)

RESOLUTION NO. 15-16-099

A RESOLUTION APPROVING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR THE PURCHASE OF UNIFORMS FOR CITY DEPARTMENTS VIA EXISTING CONTRACT NOS. 16-086 BETWEEN DOÑA ANA COUNTY AND KEL-LAC UNIFORMS OF SAN ANTONIO, TEXAS; 16-101 BETWEEN DOÑA ANA COUNTY AND BAZAAR UNIFORMS AND MEN'S STORE, LLC OF EL PASO, TEXAS WITH THE OPTION TO RENEW FOR AN ADDITIONAL THREE (3) ONE (1) YEAR TERMS; AND A1465-10 BETWEEN US COMMUNITIES AND SERVICEWEAR APPAREL, INC. OF NASHVILLE, TENNESSEE SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

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

WHEREAS, various City of Las Cruces (City) 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 \$80,000.00; 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 contracts between Dona Ana County and Bazaar Uniforms and Men's Store, LLC, No. 16-101, and Kel-Lac Uniforms, No. 16-086, and the US Communities with ServiceWear Apparel, Inc., A1465-10 to purchase City work uniforms; and

WHEREAS, Dona Ana County Contract Nos. 16-086 and 16-101 expire on June 30, 2016 with the option to renew for an additional three (3) one (1) year terms, and the US Communities Contract No. A1465-10 expires December 31, 2016.

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, Contract No. 16-101, and Kel-Lac Uniforms of San Antonio, Texas, Contract No. 16-086, via Dona Ana County Bid No. 15-0034 and ServiceWear Apparel, Inc., of Nashville, Tennessee, Contract No. A1465-10, via US Communities.

(II)

THAT the Purchasing Manager is hereby authorized to contract with Bazaar Uniforms and Men's Store, LLC, Kel-Lac Uniforms and ServiceWear Apparel, Inc. as outlined in the signed Exhibit "A", Purchasing Manager's Request to Contract, attached hereto and made part of this resolution.

(III)

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

DONE AND APPROVED this _____ day of _____, 20__.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

VOTE:
Mayor Miyagishima: _____
Councillor Gandara: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Eakman: _____
Councillor Sorg: _____
Councillor Levatino: _____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: November 16, 2015

Resolution No.: 15-16-099

Existing Contract Purchase For Uniforms for City Departments

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

RFP/BID SOLICITATION INFORMATION:

1. Existing Contract Issuer: **Dona Ana County (DAC) and US Communities (USC)**
2. Contract Number: **DAC 16-086, 16-101 and USC A1465-10**
3. Contract Expiration Date: **June 30, 2016 (DAC) and December 31, 2016 (USC)**
4. Description: **Uniforms for City Departments**
5. Using Department: **Finance**
6. Current Award Recommendation To: **Bazaar Uniforms and Men's Store, LLC,
of El Paso, TX, Kel-Lac Uniforms of San Antonio, TX,
and ServiceWear Apparel, Inc., of Nashville, TN**
7. Award Amount (includes any tax and contingency): **Indefinite Cost, as needed**
8. Projected Completion Date: **N/A**

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**.


10/29/15
 Purchasing Manager Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	TBD
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COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of November 16, 2015
(Adoption Date)

TITLE:

A RESOLUTION APPROVING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR THE PURCHASE OF UNIFORMS FOR CITY DEPARTMENTS VIA EXISTING CONTRACT NOS. 16-086 BETWEEN DOÑA ANA COUNTY AND KEL-LAC UNIFORMS OF SAN ANTONIO, TEXAS; 16-101 BETWEEN DOÑA ANA COUNTY AND BAZAAR UNIFORMS AND MEN'S STORE, LLC OF EL PASO, TEXAS WITH THE OPTION TO RENEW FOR AN ADDITIONAL THREE (3) ONE (1) YEAR TERMS; AND A1465-10 BETWEEN US COMMUNITIES AND SERVICEWEAR APPAREL, INC. OF NASHVILLE, TENNESSEE SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>Bertha Chavira</i>	541-2520	10/30/15
Department Director	<i>Victoria Zedick</i>	2080	10/30/15
Other			
Assistant City Manager /CAO Management & Budget Manager	<i>[Signature]</i> <i>Robert F. Anderson</i>	541-2078 541-2106	11/2/15 10/30/15
Assistant City Manager/COO	<i>[Signature]</i>		11-5/15
City Attorney	<i>[Signature]</i>	EXT 2128	6 Nov 2015
City Clerk - Interim	<i>[Signature]</i>	x2115	11-6-15