

**City of Culver City, California
Agenda Item Report**

Meeting Date: July 2, 2012		Item Number: <u>C-1</u>	
CITY COUNCIL AGENDA ITEM: 1) Waiver of Formal Bidding Requirements; and 2) Approval of a Purchase Order with Becnel Uniforms, Inc., for the Purchase of Bus Operator and Transit Operations Supervisor Uniforms			
Contact Person/Dept.: Samantha M. Blackshire/ Transportation		Phone Number: (310) 253 – 6535	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: Meetings and Agendas – City Council (06/28/12)			
Department Approval: Art Ida (06/25/12)		City Attorney Approval: Carol Schwab (by H. Baker) (06/25/12)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball) (06/27/12)		City Manager Approval: John M. Nachbar (06/27/12)	

RECOMMENDATION:

Staff recommends the City Council 1) waive formal bidding requirements; and 2) approve a purchase order with Becnel Uniforms, Inc. in the amount of \$48,825, for the purchase of Bus Operator and Transit Operations Supervisor Uniforms.

BACKGROUND:

Since approximately the early 1980s the Transit Operations Division of the Transportation Department has utilized one specific vendor (Vendor 1) for all of its Bus Operator and Transit Operations Supervisor uniform and other accessory needs. In 1997, due to a number of issues such as quality control, not receiving uniforms in a timely manner, limited stock, invoicing and uniform inconsistencies, the division decided to explore other uniform vendor options with the assistance of the Purchasing Division. In 1998, the division placed Vendor 1 on notice expressing the immediate need to modify its practices in order to continue doing business with the City of Culver City. The Purchasing Division also identified a second vendor (Vendor 2) that could meet the Transit Operations Division's needs.

The Division experienced problems with both vendors. Vendor 1 continued to be plagued with the same problems as mentioned above. Shortly after taking on the City of Culver City as a client, Vendor 2 had problems filling orders and eventually went out of business. The Purchasing Division tried to find other uniform vendors that the Transit Operations Division could utilize, however, one of the main obstacles was that many did not carry an inventory of the uniforms that are worn by Culver City Bus Operators and Transit Operations Supervisors. Typically uniform stores carry the blue pants and light blue shirt that is worn by most transit agency's bus

City of Culver City, California
Agenda Item Report

operators. Several of the potential vendors that were interested in stocking the Culver City uniform offered pricing that was much higher than Vendor 1.

Since the Transit Operations Division continued to experience problems with Vendor 1, the Purchasing Division secured another vendor (Vendor 3). This vendor also had problems supplying uniforms in a timely manner. Although the company carried a limited supply of the Culver City uniform, often times Culver City Bus Operators had to compete with the Los Angeles County Sheriffs for the items that were in stock. The Purchasing Division and the Transit Operations Division attempted on several occasions to meet with Vendor 3 in order to discuss the concerns, however, they declined the invitation and the City discontinued doing business with Vendor 3.

By 2004, the Transit Operations Division was made aware of a vendor (Becnel Uniforms) that was being utilized by several much larger agencies. Although Becnel Uniforms did not carry the Culver City uniform, they agreed to acquire samples of all uniform items for approval along with a detailed price list. The Division later approved the samples and the prices were lower than those offered by Vendor 1. A few of the services offered by Becnel Uniforms are as follows: better method for packaging uniforms; delivery of uniforms to the Transportation Department facility via UPS at no charge to the division; shorter wait times for items; recommend additional uniform items as they become available; invoicing only upon delivery; the ability to accept an electronic list of those Bus Operators and Transit Operations Supervisors that are eligible for uniforms; and on-site measuring and sale of items twice a year. The Department decided to start purchasing uniforms from Becnel Uniforms in July 2005. Since that time Becnel Uniforms has exceeded the expectations of the Division and has been the sole uniform and accessory vendor for the division.

Due to the continuous problems experienced with Vendor 1 over several years, the division immediately issued a 30 day notification informing the company that the City of Culver City would not be conducting any future business with them.

DISCUSSION:

When Becnel Uniforms became the uniform vendor for the Transit Operations Division staff was informed that no further action was needed. This decision was based on the many attempts staff made to secure a uniform vendor over the years. The Division spent over \$30,000.00 in uniform expenses during FY 2011/2012, therefore, City Council approval of this purchase order is needed. In addition, because the Division has been using this vendor for more than 5 years, Culver City Municipal Code ("CCMC") Section 3.07.050 requires that the purchase of these uniforms be done through a competitive bid process. However, in accordance with the Culver City Employees Association (CCEA) Memorandum of Understanding (MOU), Bus Operators and Transit Operations Supervisors must receive their credit voucher in July for the purchase of uniforms. Due to the time sensitivity in this matter, staff is recommending that the City Council, pursuant to its authority under

City of Culver City, California
Agenda Item Report

CCMC Section 3.07.075.E.3, waive the formal bidding requirements for this purchase. Prior to the next year's purchase, staff will conduct a formal bid process. This time frame will allow Bus Operators and Transit Operations Supervisors to purchase uniforms and accessories without delay while maintaining consistency in quality. It will also allow time for additional vendors to be identified. The vendors would also need time to produce sample products in order to possibly develop an inventory.

The Division has had a very long standing business relationship with Becnel Uniforms. The company prides itself on being there to meet their customer's needs. Over the years Becnel Uniforms has been very flexible to the needs and request of the Bus Operators, Transit Operations Supervisors and management.

FISCAL ANALYSIS:

As part of the City Council Adopted Budget for Fiscal Year 2012/2013, the Transit Operations Division's budget contains a line item entitled Uniform Allowance in the amount of \$48,825 that was included.

MOTION:

That the City Council:

1. Waive formal bidding requirements per CCMC Section 3.07.075.E.3; and
2. Approve a purchase order with Becnel Uniforms, Inc. in the amount of \$48,825 for Bus Operator and Transit Operations Supervisor uniforms; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.