

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

Meeting Date: 6/24/11		Item Number: <u>C-17</u>	
CITY COUNCIL AGENDA ITEM: Approval of a Contract with Becnel Uniforms, Inc. in an Amount Not-to-Exceed \$48,000 to Provide 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: (E-Mail) Meetings and Agendas – City Council (06/18/13)			
Department Approval: Art Ida (06/13/13)		City Attorney Approval: Carol Schwab (by H. Baker) (06/17/13)	
Chief Financial Officer Approval: Jeff Muir (06/18/13)		City Manager Approval: John M. Nachbar (06/18/13)	

RECOMMENDATION:

Staff recommends the City Council approve a three year contract, with two additional one year options, with Becnel Uniforms to provide Bus Operator and Transit Operations Supervisor uniforms in an amount not-to-exceed \$48,000.

BACKGROUND:

In 2004 after experiencing problems with several other uniform vendors, the Transit Operations Division (Division) was made aware of Becnel Uniforms, Inc. (Becnel). Becnel had been providing uniforms to several much larger transit agencies. Although Becnel did not carry the Culver City uniforms, 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 that had been offered by the City's previous uniform vendor. The Department decided to start purchasing uniforms from Becnel Uniforms in July 2005.

At the July 2, 2012 City Council meeting, the City Council waived the formal bidding requirements and approved a purchase order with Becnel Uniforms, Inc. for the purchase of Bus Operator and Transit Operations Supervisor uniforms. This decision was prompted by the Division spending over approximately \$30,000 in uniform expenses during Fiscal Year 2011/2012. Also, since the Division had been using Becnel Uniforms, Inc. for more than 5 years, Culver City Municipal Code Section 3.07.050 required that the purchase of uniforms be done through a competitive bid process. In accordance with the Culver City Employees Association (CCEA) Memorandum of Understanding (MOU), Bus Operators and Transit

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Operations Supervisor must receive their credit voucher in July for the purchase of uniforms. At that time at staff's request, due to the time sensitivity of the matter, City Council waived the formal bidding requirements for the purchase with the understanding a competitive bid process would be conducted during the next fiscal year.

DISCUSSION:

Staff released Request for Proposal (RFP) #1523 Culver CityBus Operator and Transit Operations Supervisor Uniforms on May 16, 2013. The Division received questions regarding RFP #1523 by the May 23, 2013 deadline, and responses were provided by May 30, 2013 in accordance with the established timeline. On June 6, 2013 the City received proposals from only two vendors: Becnel and Galls, LLC (Galls), both of which are located within a 15 mile radius of the Transportation Facility.

The staff evaluation team reviewed all of the materials submitted by both vendors. In order to fully evaluate the pricing provided by both vendors, the team conducted a 5 year analysis by selecting items an average size Bus Operator, since the majority of the purchases come from this classification, would purchase over this span of time. Based on the 5 year analysis Galls was less expensive than Becnel. However, for individual items (i.e. one Long Sleeve Shirt by Flying Cross) Galls was more expensive than Becnel. Galls provided a less expensive pricing for the Operator pants and one of the jackets, which decreased the overall total amount. Also, Galls indicated their pricing was firm for one (1) year with updated pricing as agreed upon between Galls and the City for the remaining years. Becnel indicated that their pricing was firm for two (2) years and will negotiate pricing for the remaining years.

Both vendors indicated that they could meet all the terms indicted under the uniform specifications. However, Galls provided substitutions for the Transit Operations Supervisor's pants and tie along with one of the Operator's cap and name plate. Becnel indicated there were no "or equal" (substitutions) products mentioned in their proposal.

The evaluation team noted other critical differences between both proposals. First, Galls indicated they could not provide the Rail Road Approved watch. Becnel indicated that they could provide the Rail Road Approved Watch. This watch is mandatory for all Operators and Transit Operations Supervisors, and it's also required at many other transit agencies since it is the standard time piece used to insure accuracy when providing public transit service.

Second, the RFP stipulated the following: In the event an employee elects to return any uniform item for any reason, the Supplier(s) shall replace the returned uniform items at no additional costs to the City or the employee. If the Operator and Supervisor do not request a replacement, the Supplier(s) shall notify the City via email that the employee is entitled to a credit to their uniform credit voucher. If the Operator and Supervisor paid for the uniform item via another means, the Supplier(s) shall handle the matter directly

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with the employee. All credits/refunds shall be issued within seven (7) business days of the receipt of the uniform item. The City will not accept any uniform item that has been previously returned to the Supplier(s) for quality reasons. Galls indicated their return policy allows returns of items in unused condition and in its original packaging. Returns must be made within 90 days after purchase; however, items that have been worn or washed cannot be returned. Special order items or items that have been altered, decorated, engraved, customized or otherwise embellished at the request of the customer cannot be returned for credit or exchange unless the return is related to their error. Becnel indicated a 100% guarantee of their products and alterations with immediate replacement of any faulty uniforms or incorrect size. It is the opinion of staff that Becnel offers a return policy that is more in line with the Division's expectations.

Based on the information above staff is recommending the City enter into a contract with Becnel Uniforms, Inc. to supply all Operator and Transit Operations Supervisor uniforms

FISCAL ANALYSIS:

The Transit Operations Division's budget contains a line item entitled Uniform Allowance in the amount of \$48,000 that was approved as part of the City Council Adopted Budget for Fiscal Year 2013/2014.

MOTION:

That the City Council:

1. Approve a Contract with Becnel Uniforms, Inc. to provide Bus Operator and Transit Operations Supervisor Uniforms for three years with two additional one year options; and,
2. Authorize the City Attorney to review/prepare/ the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.