



# City of Culver City

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## Staff Report

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**File #:** 24-1091, **Version:** 1

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**CC - CONSENT ITEM: Approval of a Three-Year General Services Agreement with Becnel Uniforms, Inc. for Transit Employee Uniform Services in an Amount Not-To-Exceed \$440,000 (\$240,000 Base Proposal; \$160,000 for Two Additional One-Year Options at \$80,000 Per Year; and \$40,000 Contingency).**

**Meeting Date:** June 10, 2024

**Contact Person/Dept:** Nestor Ducreux/Transportation Department

**Phone Number:** (310) 253-6538

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Attachments:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/06/2024); Becnel Uniforms (06/06/2024)

**Department Approval:** Diana Chang, Chief Transportation Officer (05/21/2024)

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### **RECOMMENDATION**

Staff recommends the City Council approve a three-year general services agreement with Becnel Uniforms, Inc. for Transit employee uniform services in an amount not-to-exceed \$440,000 (\$240,000 base proposal; \$160,000 for two additional one-year options at \$80,000 per year; and \$40,000 contingency).

### **BACKGROUND/DISCUSSION**

The uniformed staff in the Transit Operations Division have more daily interaction with the public than most City employees. The City requires its Transit employees to be in uniform as part of their job duties. This requirement is not only driven by employee safety related issues, but it is also to ensure customers are able to recognize persons to whom they can turn for assistance. The Transportation Department continues to stress the importance of representing the City of Culver City and Culver CityBus in a professional manner, which includes always maintaining a high standard of professional appearance. A well-dressed employee has a sense of self confidence and pride in themselves and the job they are performing.

The City employs full-time Operators, part-time Operators, Transit Operations Supervisors, and full-time Van Drivers. Full-time Operators, Supervisors, and Drivers receive credit vouchers annually on July 1st in the amount of \$700.00. Regular part-time Operators receive credit vouchers in the amount of \$450.00.

The Transit Operations Division worked closely with the Purchasing Division in order to release Request for Proposal (RFP) #2517 Culver City Transit Employee Uniforms on April 11, 2024, with responses due on May 9, 2024. The Division received questions, regarding RFP #2517 by the April 18, 2024 deadline. Responses were provided by April 25, 2024 in accordance with the established timeline. At the time of RFP closing, the City received three proposals:

- Becnel Uniforms, Inc.
- Uniform Warehouse
- Sinatra Uniform

The proposals were carefully reviewed by an evaluation committee of Culver City Transportation Department staff. The committee evaluated each proposal based on several criteria including qualifications and experience, response to the scope of services requested, cost, and references. Staff determined that Becnel Uniforms, Inc. provided the best proposal for the scope of work specified in RFP #2517. The Becnel Uniforms, Inc. proposal and its pricing is responsive, fair, and reasonable.

Based on staff's evaluation of the proposers' experience, ability, and overall value to the Culver City Transportation Department for this project, staff recommends entering into an agreement with Becnel Uniforms, Inc. to supply all Transit employee uniforms for three years with two additional one-year options.

### **FISCAL ANALYSIS**

The Proposed Budget for Fiscal Year 2024-2025 includes sufficient funding in Account No. 20370200.550000 (Transportation Operations - Other Charges) to cover the \$80,000 cost of the first year of the agreement. Funding for future years of the agreement will be included in future fiscal year budgets.

Summary total of anticipated expenses under these terms are as follows:

Base Proposal (Years 1-3): \$240,00.00  
Option (Years 4): \$80,000.00  
Option (Year 5): \$80,000.00  
10% Contingency: \$40,000.00  
Total Contract Not-To-Exceed: \$440,000.00

### **ATTACHMENTS**

None

## **MOTIONS**

That the City Council:

1. Approve a three-year agreement with Becnel Uniforms for transit employee uniform services in an amount not-to-exceed \$440,000 (\$240,000 base proposal; \$160,000 for two additional one-year options at \$80,000 per year; and \$40,000 contingency); and
2. Authorize the City Manager to approve amendment(s) to the agreement to exercise each of the additional one-year options; 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.