



City of Culver City

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Staff Report Details (With Text)

File #: 19-460 **Version:** 1 **Name:** Transit Employee Uniform Contract Award
Type: Minute Order **Status:** Consent Agenda
File created: 10/11/2018 **In control:** City Council Meeting Agenda
On agenda: 10/22/2018 **Final action:**
Title: CC - Approval of a Three-Year Agreement, with Two Additional One-Year Options, with Becnel Uniforms, Inc. for Transit Employee Uniforms.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Attachment 1- Pricing

Date	Ver.	Action By	Action	Result
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CC - Approval of a Three-Year Agreement, with Two Additional One-Year Options, with Becnel Uniforms, Inc. for Transit Employee Uniforms.

Meeting Date: October 22, 2018

Contact Person/Dept: Samantha Blackshire/Transportation Department
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 (10/18/18); Becnel Uniforms, Inc. (09/28/18)

Department Approval: Art Ida, Transportation Director (10/11/18)

RECOMMENDATION

Staff Recommends the City Council approve a three-year agreement, with two additional one- year options, with Becnel Uniforms, Inc. for Transit Employee Uniforms.

BACKGROUND

At its July 9, 2018 meeting, the City Council waived the formal competitive bidding procedures and approved a short-term, month-to-month, professional services agreement with Becnel Uniforms, Inc. for Bus Operator and Transit Operations Supervisor Uniforms until such time as a long-term agreement has been approved by City Council through the Request for Proposals (RFP) Process.

DISCUSSION

The uniformed staff in both the Transit Operations Division and Paratransit Division have more interaction than most City employees with the public on a daily basis. As ambassadors for the City the Transit Operations Division stresses the importance of representing the City of Culver City in a professional manner. This would include maintaining a high standard of professional appearance at all times. A well-dressed employee has a sense of self confidence and pride in themselves and the job they are performing.

The Division worked closely with the Purchasing Division in order to release the Request for Proposal (RFP) #1902 Culver City Transit Employee Uniforms on August 9, 2018 with responses due on September 6, 2018. A GovDelivery notification was issued to more than two thousand subscribers to the RFP/Bid Notices topic with additional courtesy notices sent to six area uniform vendors. The Division received questions, regarding RFP #1902 by the August 23, 2018 deadline. Responses were provided by August 30, 2018 in accordance with the established timeline. An addendum was later issued extending the closing date to September 13, 2018. At the time of RFP closing, Becnel Uniforms, Inc. was the sole proposing vendor.

After carefully reviewing the proposal staff determined that Becnel Uniforms, Inc. fully met the scope of work as specified in RFP #1902. Based on adequate notification and the extension of the deadline to submit proposals, staff believes the process allowed for competition. Therefore, the Becnel Uniforms, Inc. proposal and its pricing is considered to be responsive, fair and reasonable. See Attachment 1- Pricing

Based on this information staff is recommending the City of Culver City enter into an agreement with Becnel Uniforms, Inc. to supply all Transit Employee Uniforms for three years with two additional one-year options. Staff is also recommending the continuation of the month-to-month agreement, which will be terminated once the long term agreement has been executed.

FISCAL ANALYSIS

The City Council Adopted Budget for Fiscal Year 2018/19 includes sufficient funding in 20370200.550110 to cover the cost of this procurement. All purchases will be made Transportation Department funds. No General funds will be used.

ATTACHMENTS

Attachment 1- Pricing

RECOMMENDED MOTIONS

That the City Council:

1. Approve a three-year agreement with Becnel Uniforms, Inc. for Transit Employee Uniforms;
2. Authorize the City Manager to approve two additional one-year options;
3. Authorize the termination of the month-to-month agreement once the new three-year agreement as mentioned in item #1 has been executed;
4. Authorize the City Attorney to review/prepare the necessary documents; and
5. Authorize the City Manager to execute such documents on behalf of the City.