



City of Culver City

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Staff Report

File #: 18-01445, **Version:** 1

Item #: C-10.

CC - (1) Waiver of Competitive Bidding Procedures; and (2) Approval of a Short-Term, Month-To-Month, Professional Services Agreement with Becnel Uniforms, Inc. Until such Time as a Long-Term Agreement is Approved by the City Council through the Request for Proposal (RFP) Process.

Meeting Date: July 9, 2018

Contact Person/Dept: Samantha Blackshire/Transportation Department

Phone Number: (310) 253-6500

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 (07/03/18); Becnel Uniforms, Inc.

Department Approval: Art Ida, Transportation Director (06/21/18)

RECOMMENDATION

Staff recommends that the City Council (1) waive competitive bidding procedures; and (2) approve a short-term, month-to-month, professional services agreement with Becnel Uniforms, Inc. until such time as a long-term agreement has been approved by the City Council through the Request for Proposals (RFP) Process.

BACKGROUND/DISCUSSION

The City requires its Operators and Supervisors to be in uniform as part of their job duties. This requirement is not only driven by employee safety related issues but is also to ensure customers are able to recognize persons to whom they can turn to for assistance.

In May 2013, the City released Request for Proposal (RFP) #1523 for Culver CityBus Operator and Transit Operations Supervisor Uniforms. The RFP request sought a vendor with the ability to meet the City's the high quality uniform specifications, ability to offer services through credit vouchers and

invoicing, provide alternations as needed, maintain adequate stock in standard and over sizes store so that special orders and backorders are kept to a minimum, and be able to replace returned uniform items at no additional costs to the City or employees.

The evaluation team reviewed all of the materials submitted by all proposers. Based on their review, staff recommended the City enter into a three year contract with two additional one year options with Becnel Uniforms, Inc. to supply all Operator and Transit Operations Supervisor uniforms. At this time, the City has surpassed the three years and has exercised the two additional one year options.

Staff is currently working with the Purchasing Division of the Finance Department to develop a Request for Proposals (RFP) for Bus Operator and Transit Operations Supervisor Uniforms. In the interim, staff recommends the City Council approve 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 the City Council through the Request for Proposals (RFP) Process. It is anticipated that the RFP will be released on and staff will return to the City Council with a recommendation for approval of a long-term agreement for Bus Operator and Transit Operations Supervisor Uniforms by October 8, 2018.

The Culver City Municipal code (CCMC) Section 3.07.065 exempts professional services from the formal competitive bid process. However, pursuant to CCMC Section 3.07.045, where the same consultant has been utilized for a period of five years, the formal bidding procedures shall apply unless waived by the City Council. In this case, City staff is requesting that the City Council temporarily waive this requirement for the reasons stated above, in accordance with CCMC Section 3.07.075.F.3, and approve 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 the City Council through the Request for Proposals (RFP) Process.

FISCAL ANALYSIS

The City Council Adopted Budget for Fiscal Year 2018/19 includes sufficient funding in 20370200.550110 to cover the costs of this procurement.

ATTACHMENTS

None

MOTION

That the City Council:

1. Waive formal competitive bidding procedures, pursuant to CCMC Section 3.07.075.F.3; and,
2. Approve 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 the City Council through the Request for Proposals (RFP) Process; 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.