

## AGENDA



Thursday, August 30, 2007

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**
**Item No. 40**

**Subject:** Authorize award and execution of a 24-month requirements supply contract with CUSTOM APPAREL, L.L.C., Mount Freedom, NJ, for decaled t-shirts in an estimated amount not to exceed \$113,788, with two 12-month extension options in an estimated amount not to exceed \$59,739 for the first extension option and \$62,726 for the second extension option, for a total estimated contract amount not to exceed \$236,253.

**Amount and Source of Funding:** Funding in the amount of \$4,741 is available in the Fiscal Year 2006–2007 Operating Budget of various City Departments. Funding for the remaining 23 months of the original contract period and extension options is contingent upon available funding in future budgets.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**For More Information:** Mary Quintero-Herrera, Buyer II/974-3266.

**Purchasing Language:** Lowest bid of two bids received.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract establishes a reliable source for the City-wide annual supply of two types of decaled t-shirts made of 100% pre-shrunk cotton, long and short sleeves and in various sizes. One style is for the Austin Fire Department that has a fire department emblem on the front pocket area, and has the words Austin Fire Department in block letters on the back. These t-shirts will be available in Navy Blue, Ash Grey and Red colors and will be part of the fire fighting personnel uniform issue.

The other style will have the City of Austin seal on the front pocket area and these t-shirts will be used by other departmental City personnel as an optional summer work shirt. These t-shirts will be available in Columbia Blue/Light Blue, International Orange, Ash and White.

T-shirts furnished under this contract are Gildan brand with manufacturing facilities in Mexico and Honduras; and Delta brand with manufacturing facility in Athens, GA. Staff communicated with the Sweat Free Communities organization and they advised they knew of no known issues with these facilities.

The major using Departments include: Austin Fire Dept 21%, Parks and Recreation Department 18%, Transportation Planning & Sustainability Department 4%, Austin Water Utility 16%, Solid Waste Services Department 8%, and Austin Energy 1%

Financial and Administrative Services Department 6%, Health & Human Services Department 4%, Austin Police Department 13%, Library Department 1%, Austin Convention Center 3%, Aviation Department 1%, and Watershed Protection Development and Review Department 4%

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0

#### PRICE ANALYSIS

- a. Adequate competition.
- b. One hundred and thirty notices were sent. There are no known MBEs/WBEs for this commodity code. Two bids were received.
- c. The pricing offered represents an approximate increase of 1% to the last contract award in March 2004. Custom Apparel is current supplier for these type t-shirts.

#### APPROVAL JUSTIFICATION

- a. Lowest bid received.
- b. The Purchasing Office concurs with the Financial and Administrative Services, Materials Management's recommended award.
- c. Advertised in the Austin American-Statesmen and on the Internet.