



**Purchasing Supply Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 31
AGENDA DATE: Thu 03/11/2004
PAGE: 1 of 3**

SUBJECT: Authorize execution of a 12-month supply agreement with CUSTOM APPAREL, Mount Freedom, NJ for decaled uniform T-shirts in an amount not to exceed \$70,383, with two 12-month extension options in an amount not to exceed \$70,383 per extension option, for a total agreement amount not to exceed \$211,149.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$41,057 is available in the Fiscal Year 2003-2004 Approved Operating Budget of various City departments. Funding for the remaining five 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.

REQUESTING Purchasing	DIRECTOR'S
DEPARTMENT: for Financial and	AUTHORIZATION: <u>Vickie Schubert</u>
Administrative Services;	

FOR MORE INFORMATION CONTACT: Sydney Ceder, Buyer II/512-974-2035

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Low bid of eight bids received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 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% cotton, long and short sleeves, and in various sizes. One style is for the Austin Fire Department. It has a fire department emblem on the front pocket area, and the words "Austin Fire Department" in block letters on the back. These t-shirts will be available in navy, gray and red. The Fire Department will stock and provide these shirts to fire fighting personnel as part of their uniform issue.

The other style will have the City of Austin seal on the front pocket area. These t-shirts will be used by other departmental City personnel as part of a uniform requirement. T-shirts will be available in light blue, orange, ash and white. Solid Waste Services will stock the t-shirts issued to their employees as part of their uniform. The Finance and Administrative Services Department Materials Management, Uniform Services location will stock all others as inventory items for all other City employees who require the t-shirt as part of their uniforms.

The major user departments include: Austin Fire Department (21%), Public Works Department (17%), Austin Water Utility (16%), Parks and Recreation Department (12%) and Solid Waste Services Department (9%). Other small users include: Fleet Services (5%), Watershed Protection Department (4%), Transportation Planning & Sustainability Department (4%), Health and Human Services Department (4%), Austin Convention Center Department (3%), Austin Energy (1%), Austin Police



**Purchasing Supply Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 31
AGENDA DATE: Thu 03/11/2004
PAGE: 2 of 3**

Department (1%), Library Department (1%), Aviation Department (1%) and Financial and Administrative Services Department (1%).

MBE/WBE Solicited: 0/1
MBE/WBE Subcontractor Participation: 0%/0%

MBE/WBE Bid: 0/0

**BID TABULATION
T-Shirts with City of Austin and Austin Fire Department Logos
(30 line items)**

<u>Vendor</u>	<u>Total Price</u>
Custom Apparel Mount Freedom, New Jersey	\$ 70,382.78
 Majestic West Custom Embroidery Fort Collins, Colorado	 \$ 77,853.12
 Austin Screen Printing Austin, Texas	 \$ 81,681.05
 Moonlight Graphics Austin, Texas	 \$ 97,115.35
 Uniforms Manufacturing, Inc. Scottsdale, Arizona	 \$102,068.25
 The Eagle Group Columbus, Indiana	 \$107,008.70
 Promo Looks, Inc. LaPorte, Texas	 \$107,753.01
 Corporate Images Denver, Colorado	 \$108,504.45

A complete bid tabulation is available in the Purchasing Office.

PRICE ANALYSIS

- Adequate competition.
- Fifteen notices were sent, including one WBE. There were no known MBEs for this commodity. Twenty-three bids were issued. Eight bids were received. The WBE did not respond.
- There is an estimated 35% decrease in the unit price per t-shirt from the previous contract awarded in February 2001. The estimated quantity on the prior contract was 13,295 shirts and the estimated quantity on this contract is 18,143 shirts, an increase of 37%, which resulted in a lower unit cost per



**Purchasing Supply Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 31
AGENDA DATE: Thu 03/11/2004
PAGE: 3 of 3**

shirt.

APPROVAL JUSTIFICATION

- a. Low bidder.
- b. The Austin Fire Department and Finance and Administrative Services Department, Materials Management Division concur with the recommended award.
- c. Advertised in the Austin American-Statesman and Internet.