

**Council Meeting: December 16, 2008****SUBJECT: Authorization to Modify an Existing Contract for Public Safety Uniforms and Related Equipment (F0811-33)****REPORT IN BRIEF**

Approval is requested to modify an existing contract with Summit Uniforms of San Jose to extend the contract end date from December 31, 2008 to June 30, 2009, and to increase the total not-to-exceed amount by \$122,500 (to a total of \$277,500) in order to outfit existing public safety staff and new recruits with uniforms and related equipment. Approval is also requested to provide the City Manager the option to extend the contract for an additional one-year period for Fiscal Year 2009/2010.

BACKGROUND

During the past several years, the Department of Public Safety has purchased uniforms and associated equipment from Summit Uniforms on an “as needed” basis. Uniforms and equipment are provided for Public Safety Officers pursuant to the City’s Memorandum of Understanding (MOU) with the Public Safety Officers Association and in compliance with the Department of Public Safety General Orders Manual. Uniforms are also provided Public Safety recruits and to some non-sworn employees working in support functions, such as Animal Control, Crime Prevention, Property and Evidence and Records. In addition to uniforms, examples of items provided under the MOU and purchased from Summit include gun holsters, gun belts, batons, handcuffs, and ballistic vests.

DISCUSSION

The current contract, awarded by Council on 12/18/2007 (RTC 07-373) with a not-to-exceed amount of \$155,000, will expire on December 31, 2008. This contract amount was projected based on historical costs for the ongoing maintenance and replacement of uniforms for existing staff and the uniform/equipment needs for multiple new recruits anticipated to be hired. These projections did not take into account costs for certain uniform/equipment items for existing staff such as expired ballistic vests, formal dress jackets, clothing for officers in new specialty assignments, and uniforms for 12 cadets. As a result, expenditures under the current contract were encumbered by an additional \$14,000, and public safety staff anticipates additional expenditures of approximately \$16,000 by calendar year-end. This

would bring the total 2008 calendar year contract amount to \$185,000. Council approval is necessary in order to make the additional payments through the end of December.

For the last several years, this contract has been awarded on a calendar year basis, which is not optimal given that funds for uniforms are budgeted on a fiscal year basis. In order to better coordinate budgeted versus actual expenditures, staff recommends that the current contract be extended to June 30, 2009, with an option to renew for an additional one-year period. The 6-month contract extension would require an additional expenditure of \$92,500, or half of the total projected 2008 calendar year amount of \$185,000.

Section 2.08.070 (b) of the Sunnyvale Municipal Code exempts from competitive bidding those situations where the solicitation of bids would for any reason be impractical, unavailing or impossible. In this case, Summit Uniforms is the only local provider of police uniforms with whom the City has had a successful procurement experience. In addition, Summit Uniforms has been very amenable to handling special item requests for large or small orders and has been able to maintain very competitive pricing. Summit maintains a reliable inventory, has on-site tailors for immediate alterations, completes rush orders at no additional cost, and is located within a reasonable distance of Sunnyvale.

FISCAL IMPACT

The total cost to the City for this contract will not exceed \$277,500 over the period January 1, 2008 through June 30, 2009. Of this amount, it is anticipated that \$175,000 will be expended to maintain and replace uniforms for existing staff, and approximately \$102,500 will be spent to support new recruits.

Funds are available in the operating budget for Department of Public Safety Program 487 – Public Safety Administration and in various Recruitment, Selection and Training of Public Safety Officers Capital Projects.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

RECOMMENDATION

It is recommended that Council:

1. Modify an existing contract with Summit Uniforms, in substantially the same form as the attached blanket purchase order, by increasing the not-to-exceed amount from \$155,000 to \$277,500 and extending contract end date from December 31, 2008 to June 30, 2009; and
2. Delegate authority to the City Manager to exercise an option to extend the contract for an additional one-year period, provided that pricing and service remain acceptable to the City.

Reviewed by:

Mary J. Bradley, Director of Finance

Prepared by: Pete Gonda, Senior Management Analyst, Finance

Reviewed by:

Don Johnson

Director, Public Safety

Approved by:

Gary Luebbers

City Manager

Attachments

1. Draft Blanket Purchase Order



ORDERED FROM 07675 - 002 Summit Uniforms 545 A Meridian Ave San Jose, CA 95126 (408) 293-8633	ORDER DATE	BILL TO: City of Sunnyvale Finance Department Accounts Payable PO Box 3707 Sunnyvale, CA 94088-3707
	EFFECTIVE DATE 1/1/2008	
	EXPIRATION DATE 6/30/2009	
	CONTRACT AMOUNT \$277,500.00	
REQUISITIONING DEPARTMENT (8000) Department of Public Safety/Admin	FOB	FREIGHT CHARGES
	PAYMENT TERMS N/30	BID NO

ITEM	DESCRIPTION	UNIT	UNIT COST
1	<p>Blanket order for the purchase of Department of Public Safety Uniforms, as required by the City of Sunnyvale per Uniform Price List, dated 8/1/2007, a copy which is attached and incorporated by reference.</p> <p>Pricing shall be at the Contract Price on price list.</p> <p>Miscellaneous items not listed on price list may be purchased under this <input type="checkbox"/> Purchase Order. Approval of increase not-to-exceed amount by Council 12/18/2007, RTC 07-373.</p> <p>Requisition Number: 025-3 This purchase order replaces BL000761</p> <p>Rev#1 Requisition Number: RQ004172 Rev#1: Extend purchase order end date to 6/30/2009 and increase total by \$122,500.00, resulting in a not-to-exceed amount of \$277,500.00.</p> <p>Revision approved by City Council 12/16/2008, RTC#_____.</p>	DLR	\$1.0000

AUTHORIZED DEPARTMENT(S)		
NO	DEPT NAME	RELEASE AMT
8000	Department of Public Safety/Admin	\$50,000.00
8007	DPS/Property	\$50,000.00



DOCUMENT TERMS

This purchase order is subject to the City of Sunnyvale Standard Terms and Conditions for the Purchase of Goods, dated 1/15/2000, a copy of which is attached and incorporated by reference (Form #TCBPO-G).

BUYER:

Howard, Dreama

PHONE (408) 730-7396

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