

MEMO 22-44

TO: Frank Schulte, City Administrator
FROM: James Kowalski, Director of Public Services *J.K.*
DATE: September 29, 2022
SUBJECT: Recommendation – Uniforms

Since 2009, JEM Industries, Inc. has been able to supply winter and summer uniforms to the Department of Public Works and Lake Front Park TPOAM union employees. They were the only company to place a bid in 2018 after an "Invitation to Bid" was forwarded to 102 companies. Due to the pandemic, there has been supply issues and JEM Industries is unable to provide pricing for the summer uniforms.

In order to stay within the budgeted amount for the fiscal year, the Department of Public Works requested information from Contractors Clothing Co. who other local communities use to purchase uniforms for their employees. Their service has been satisfactory.

Contractors Clothing Co. is able to provide quality winter and summer uniforms to the Department of Public Works and Lake Front Park TPOAM union employees with the ability for the employees to be able to try on samples as needed.

Full-time Public Works employees (excluding mechanics) shall receive an amount not to exceed \$500.00 every fiscal year, part-time Public Works employees (excluding mechanics) shall receive an amount not to exceed \$250.00 every fiscal year, and Public Works mechanics shall receive an amount not to exceed \$250.00 every fiscal year. The Public Works currently has 19 full-time employees, five part-time employees, and two mechanics. The total cost will be \$11,250.00 per fiscal year.

Therefore, I recommend to purchase winter and summer uniforms for the Department of Public Works and Lake Front Park TPOAM union employees from Contractors Clothing Co., 29350 John R. Rd., Madison Heights, MI 48071 in an amount of \$11,250.00. This is a budgeted item in the 2022/2023 fiscal year budget included in fringe benefit-clothing allowance accounts: 101-595-725.000 (\$3,000), 202-483-725.000 (\$1,375), 203-483-725.000 (\$1,375), 226-529-725.000 (\$500), 585-561-725.000 (\$500), 592-545-725.000 (\$4,000), and 640-860-725.000 (\$500).

If you have any questions concerning this matter please contact me.

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council consideration.

Frank Schulte
Frank Schulte, City Administrator

9-29-22
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

Shawn Murphy
Shawn Murphy, Treasurer/Comptroller

9-29-22
Date