



CITY OF MILPITAS AGENDA REPORT (AR)

Item Title:	Award the Bid and Authorize the City Manager to Execute the Agreement with 2Meart.com for Citywide Clothing, Jackets, and Caps for the Five-Year Not-To-Exceed Contract Amount of \$205,250.00 subject to annual appropriations.
Category:	Consent Calendar-Community Services and Sustainable Infrastructure
Meeting Date:	9/3/2019
Staff Contact:	Chris Schroeder, 408-586-3161
Recommendation:	Award the bid and authorize the City Manager to execute the agreement with 2Meart.com for Citywide Clothing, Jackets, and Caps for the Five-Year contract amount not to exceed \$205,250 subject to annual appropriations.

Background:

The City of Milpitas, as part of its memorandum of understanding (MOU) with the Milpitas Employees Association (MEA), supplies a defined number of soft goods to Public Works and Finance employees to augment their City-provided uniforms, which are currently supplied by the City's uniform vendor, UniFirst. Over the last five years, the Recreation and Community Services Department has also used the City's contract for Citywide Clothing, Jackets, and Caps to provide uniforms for various staff members including afterschool program staff, Milpitas Sports Center staff, and lifeguards.

On June 6, 2019, the City of Milpitas issued an Invitation for Bid for Citywide Clothing, Jackets, and Caps. The services outlined in IFB No. 2339 included t-shirts, polo shirts, sweatshirts, reflective safety jackets, soft shell jackets, sun hats, ball caps, and other soft goods. Additionally, the City requested an online ordering portal as well as order limits to be enforced by the successful bidder to lessen the administrative burden on staff for preparing, confirming and distributing

Analysis:

The bid was publicly advertised on the City's website, on PublicPurchase.com and ProcureNow.com, the City's eProcurement website. Bid notifications were sent to 404 vendors with 11 interested vendors downloading the bid documents. Two firms submitted bids in response to the IFB and one bid (2Meart) was accepted as meeting the specifications listed in the IFB. 2Meart provided the lowest-cost, responsive and responsible bid and is recommended for the award of IFB No. 2339. The City's Public Works Department desired the successful bidder to offer online ordering to remove the administrative burden of tracking orders individually. Only 2Meart offered to do so in their bid. Additionally, 2Meart will bundle each employee's order for ease of distribution to staff.

As the new vendor for Citywide clothing, jackets and caps, 2Meart will be providing various t-shirts, polo shirts, winter jackets, ball caps, light jackets and other soft goods for MEA members and the Recreation and Community Services Department. As part of this agreement, City logos will be imprinted or embroidered on all goods as well, making City staff easily identifiable to members of the public.

Procuring these soft goods for staff for daily operations and occasional special events will easily identify City of Milpitas employees to the public.

Policy Alternative:

Alternative 1: City Council does not award the Bid.

Pros: The City does not spend funds on Citywide clothing, jackets and caps.

Cons: The City will not provide required clothing for the MEA members as required in the MOU and Recreation and Community Services staff will not have City branded clothing for its employees.

Reason not recommended: The clothing provided to the MEA members are required by MOU. Additionally, clothing for Recreation Services staff clearly identifies its employees to members of the public (e.g. lifeguards, after-school program employees, etc.)

Fiscal Impact:

The Public Works Department will spend up to \$29,800, the Recreation and Community Services Department will spend up to \$11,250, and the Finance Department will spend up to \$1,000 each fiscal year for clothing, jackets and caps. This will amount to a total of up to \$205,250 over the 5-year term of the contract, subject to the annual appropriation of funds.

There are sufficient funds in the FY 2019-20 operating budgets for the Public Works Department, the Recreation and Community Services and the Finance Departments for this agreement. Expenditures for subsequent contract years are subject to annual appropriations.

California Environmental Quality Act:

Not applicable.

Recommendation:

Award the bid and authorize the City Manager to execute the agreement with 2Meart for Citywide Clothing, Jackets, and Caps for the five-year amount not to exceed \$205,250 subject to annual appropriations.

Attachment:

General Services Agreement with 2Meart for Citywide Clothing, Jackets and Caps