



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 27, 2017

FROM: FIRE DEPARTMENT WARDS: ALL

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH P&P HARDWARE, INC., DBA P&P UNIFORMS, FOR FIRE STATION UNIFORMS AND ACCESSORIES FROM REQUEST FOR PROPOSAL NO. 1686, FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018, WITH AN OPTION TO EXTEND FOUR ADDITIONAL ONE YEAR TERMS, ANNUAL AMOUNT NOT TO EXCEED \$95,000

ISSUE:

Approve the Professional Services Agreement with P & P Hardware, DBA P & P Uniforms, of Riverside, California, from Request for Proposals No. 1686, to provide fire station uniforms and accessories for the period of July 1, 2017 to June 30, 2018, with the option to extend for four additional one year years, annual amount not to exceed \$95,000.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Services Agreement with P & P Hardware, DBA P & P Uniforms, of Riverside, California, from Request for Proposals No. 1686, to provide fire station uniforms and accessories for the period of July 1, 2017 to June 30, 2018, with the option to extend for four additional one year terms, annual amount not to exceed \$95,000; and
2. Authorize the City Manager, or his designee, to execute the attached Professional Services Agreement with P & P Hardware, DBA P & P Uniforms, as well as the optional four one year extensions, including making minor and non-substantive changes.

BACKGROUND:

For reasons of safety and professionalism, Fire personnel wear fire-resistant uniforms in the stations and under their turnout gear. To ensure the best value is attained for uniforms and accessories, the City issued RFP No. 1686 soliciting vendors to provide Fire Department station uniforms and accessories. The RFP closed on April 4, 2017, with two proposals received, one from P & P Uniforms of Riverside, California, and the second from Gall's, LLC, of Cerritos, California.

DISCUSSION:

The RFP specifications required pricing for 67 separate line items, including men's and women's uniform shirts, pants, ties, belts, boots, shoes, sweaters, jackets, windbreakers, bugle pins, tie bars and name embroidery. In addition to competitive pricing, the RFP stipulates that the selected vendor must have the capability to fit a complete uniform as ordered within three (3) days of order; the fitting shall include the services of an experienced tailor; and the fitting must take place at a location within 15 miles of the City of Riverside.

An evaluation panel consisting of the Fire Department's Administrative Deputy Chief, a Battalion Chief, and a Fire Captain reviewed the two proposals and assigned scores based on the following criteria: Qualifications of Firm, Pricing, Experience, Professional References, and Completeness of Proposal.

The panel evaluation results are as follows:

Vendor	Qualifications (105 Points Possible)	Pricing (75 Points Possible)	Experience (60 Points Possible)	Professional References (30 Points Possible)	Completeness of Proposal (30 Points Possible)	Total Score (300 Points Possible)
P & P	99	73	54	30	29	285
Galls	87	52	59	25	30	253

The Fire Department has determined that the proposal submitted by P & P Uniforms offers better pricing and meets all of key requirements of the RFP.

The Purchasing Services Manager concurs with the recommended RFP award.

FISCAL IMPACT:

The annual cost for Fire Department station work uniforms and accessories is \$95,000. The funds are available in the Fire Operations Clothing/Linen/Safety Supplies account no. 3510000-426200.

Prepared by: Michael D. Moore, Fire Chief
 Certified as to
 availability of funds: Scott G. Miller, PhD, Chief Financial Officer/City Treasurer
 Approved by: Alexander T. Nguyen, Assistant City Manager
 Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Professional Services Agreement
2. Bid Recommendation