

23-0863



TITLE: Consider/Discuss/Act on a Resolution Awarding a Contract to Mustang Apparel, Inc. dba Incentive Brands of Plano, TX for the purchase of Uniforms and Recreational Clothing

COUNCIL GOAL: Operational Excellence
(2B: Balance available resources to accommodate the growth and maintenance needs of the city)

MEETING DATE: October 17, 2023

DEPARTMENT: Procurement Services

CONTACT: Mindy Smith, Contract Administrator

RECOMMENDED CITY COUNCIL ACTION:

- Approval of Resolution

ITEM SUMMARY:

- This Resolution authorizes the award of a contract to Mustang Apparel, Inc. dba Incentive Brands of Plano, TX for the purchase of uniforms and recreational clothing.

BACKGROUND INFORMATION:

- The City issued Request for Proposal 23-16RFP for Uniforms and Recreational Clothing on June 18, 2023.
 - Advertised in McKinney Courier Gazette and Celina Record
 - Posted on McKinney TV
 - 229 matching eBid supplier notifications which included fifteen (15) Historically Underutilized Business (HUB) suppliers
- Out of the 229 matching supplier notifications, eight (8) proposals were received on July 13, 2023:
 - A Turtle Loves me
 - Blink Marketing, Inc

- Customer Direct Apparel, LLC
 - Dugout Sports
 - Groggy Dog Sportswear & Graphic Design, LLC
 - Just Right Products
 - Mustang Apparel, Inc. dba Incentive Brands
 - Squeegees Emporium
- Five (5) of the proposals were deemed non-responsive because they did not submit the required samples by the proposal deadline. The following three (3) proposals were then evaluated:
 - Blink Marketing, Inc.
 - Groggy Dog Sportswear & Graphic Design, LLC
 - Mustang Apparel, Inc. dba Incentive Brands
 - An evaluation team comprised of City staff reviewed and ranked the proposals on the following criteria:
 - 35 Points - Catalog Items Pricing, Customization Fees, and Discounts
 - 35 Points - Quality of Samples
 - 15 Points - Website and Catalog Diversity
 - 10 Points - Standard Order Delivery Time
 - 5 Points - Company Questionnaire
 - The evaluation team recommends awarding a contract to the highest ranked respondent, Mustang Apparel, Inc. dba Incentive Brands.
 - The contract shall commence on date of award and continue for a one (1) year period and shall be automatically renewed for an additional three (3) one-year terms.

FINANCIAL SUMMARY:

- Anticipated annual expenditure is \$130,000 and funding for these services is budgeted in various departmental clothing accounts.

BOARD OR COMMISSION RECOMMENDATION:

- N/A

SUPPORTING MATERIALS:

[Resolution](#)
[Scoring Summary](#)