



20-0938

TITLE: Consider/Discuss/Act on a Resolution Authorizing a Contract for the Purchase of Uniforms, Recreational Clothing and Promotional Items with 4imprint Inc. and Groggy Dog Sportswear

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

MEETING DATE: October 20, 2020

DEPARTMENT: Procurement Services

CONTACT: Kristina Mitchell, Buyer II

RECOMMENDED CITY COUNIL ACTION:

- Approval of Resolution

ITEM SUMMARY:

- The City issued Request for Proposal 20-38RFP Uniforms, Recreational Clothing and Promotional Items on June 7, 2020.
 - Advertised in McKinney Courier Gazette
 - Posted on McKinney TV
 - 586 matching eBid Supplier Notifications
- In response to all notices published, fourteen (14) proposals were received on June 25, 2020.
- An evaluation group comprised of staff from Communications & Marketing, Parks' APEX Centre and Procurement Services reviewed and ranked the proposals based on the following criteria:
 - Catalog Pricing, Customization Fees, Setup Fees and Discounts
 - Catalog Diversity
 - Overall Ease of Use of the Proposed web-based ordering system

- Standard Order Delivery Time
- Company Profile, Experience and Verified References
- A follow up request for additional evaluation materials was made to the top four evaluated proposers to demonstrate specific items price quotations and logo customization samples such as embroidery, silk screening, printing and etching proofs.
- After careful consideration of all evaluation criteria and additional materials received the evaluation group recommends 4imprint Inc. and Groggy Dog Sportswear

BACKGROUND INFORMATION:

- The current uniform and recreational clothing contract is set to expire on November 6, 2020.
- Historically, promotional items are purchased by departments directly using open market pricing or cooperative and local entity contracts. This contract would provide for a City-wide discount structure, artwork uniformity and evaluation for trademark branding compliance review by our Communications and Marketing department.
- Contract will commence on date of award and continue for a 3-year period with two (2) one-year renewals.

FINANCIAL SUMMARY:

- Anticipated annual spend of clothing is \$110,000. Funding is available in various departmental clothing accounts.
- Anticipated annual spend for promotional items is unavailable due to items being procured through open market sources. Funding is available in various departmental promotional accounts.

BOARD OR COMMISSION RECOMMENDATION: N/A

SUPPORTING MATERIALS:

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[Resolution](#)

[Scoring Summary](#)