



## **CITY OF MENIFEE**

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SUBJECT: Agreements with Ace Uniforms and Macro Industries, Inc. for Professional On-Call Custom Apparel Services

MEETING DATE: December 4, 2024

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst II

REVIEWED BY: Rebekah Kramer, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute a master agreement for professional on-call services with Ace Uniforms for custom apparel services in the amount of \$32,000 for Fiscal Year (FY) 2024/2025; and
2. Authorize the City Manager to approve four one-year renewals to the Ace Uniforms Master Agreement in an annual amount of \$32,000, at the City's discretion and contingent on availability of the corresponding budget; and
3. Approve and authorize the City Manager to execute a master agreement for professional on-call services with Macro Industries, Inc. for custom apparel services in the amount of \$32,000 for FY 2024/2025; and
4. Authorize the City Manager to approve four one-year renewals to the Macro Industries, Inc. Master Agreement in an annual amount of \$32,000, at the City's discretion and contingent on availability of the corresponding budget.

### **DISCUSSION**

The City of Meniffee's Community Services Department purchases a variety of uniforms and custom apparel for maintenance staff, parks staff, special events staff, and program participants. Some of these programs include the Youth Leaders of Meniffee, the Lazy Creek Recreation summer camp, the tiny tots' programs, and city sponsored sport leagues.

On August 27, 2024, staff issued Request for Proposal (RFP) No. 2025-2 for custom apparel. The vendor is to provide as needed custom apparel including, but not limited to, short sleeve t-shirts, polo shirts, windbreakers, and sweatshirts as well as any labor associated with these services.

The City received four qualifying proposals from the following firms:

- Ace Uniforms
- All Star Elite Sports
- Anchored Rose, Inc.
- Macro Industries, Inc.

An evaluation committee consisting of City staff evaluated the submittals. As part of the City's RFP process, and as stated in the criteria set forth in RFP 2025-2, the firms were evaluated based on experience/qualification, staffing resources and organization, product quality and turnaround time, and cost proposal. All the tabulated results from the evaluations are listed in Table 1 below.

**TABLE 1 – RFP EVALUATION SUMMARY**

<b>Firm Name</b>	<b>Evaluation Score</b>	<b>Interview Score</b>
<b>Ace Uniforms</b>	<b>83.33</b>	<b>88.33</b>
<b>Macro Industries, Inc.</b>	<b>88.33</b>	<b>77.00</b>
All Star Elite Sports	79.33	-
Anchored Rose, Inc.	79.33	-

Following the evaluation process, interviews, and reference checks, staff determined that both Ace Uniforms and Macro Industries, Inc. were qualified to conduct the requested services with regards to pricing, reliability, and experience. Taking into consideration reoccurring supply chain issues and the wide variety of items needed by the department, staff is recommending that agreements are executed to both vendors to ensure appropriate apparel for staff and program participants can be acquired timely. Prior to each program or event, staff will solicit quotes from each vendor and proceed with the vendor who has the available supplies for the most competitive price.

**STRATEGIC PLAN OBJECTIVE**

Regular City Business

**FISCAL IMPACT**

The fiscal impact of the proposed agreements for the remainder of FY 2024/2025 is in an amount not-to-exceed \$32,000. Funding for the first year of the proposed agreements is available within the Fiscal Year 2024/2025 budget, under Uniforms and Special Department Expenses for Community Services Administration and Recreation within the General Fund (1100-CSD-CADM-652400 and 1100-CSD-RECR-651600).

If awarded, the aggregate amount purchased from both vendors collectively would not exceed \$32,000 annually. While individual agreements not to exceed \$32,000 would be issued per year, it is anticipated that total expenses per year between the vendors would not exceed \$32,000.

Future fiscal years would be funded in the corresponding fiscal year's budget. If each of the four renewals are exercised, the total contract amount is not-to-exceed \$160,000 per vendor, however, it is anticipated that total expenses for the life of the contract would not exceed \$160,000 for these services.

**ATTACHMENTS**

1. Agreement - Ace Uniforms
2. Agreement - Macro Industries, Inc.