



CITY OF MENIFEE

SUBJECT: Agreements with Pacific Coast Stitch, LLC and Promo Shop, Inc. for Custom Apparel Services

MEETING DATE: November 16, 2022

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Community Services Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute a Professional Services Agreement with Pacific Coast Stitch, LLC for custom apparel services for the remainder of Fiscal Year (FY) 2022/2023 in an amount not-to-exceed \$4,000 for the Community Services Department; and
2. Approve and authorize the City Manager to execute a Professional Services Agreement with Promo Shop, Inc. for custom apparel services for the remainder of FY 2022/2023 in an amount not-to-exceed \$6,000 for the Community Services Department; and
3. Authorize an automatic two one-year renewals for annual services to Pacific Coast Stich, LLC for \$17,500 annually, at the City's discretion, and contingent on availability of the corresponding budget; and
4. Authorize an automatic two one-year renewals for annual services to Promo Shop, Inc. for \$17,500 annually, 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 July 14, 2022, staff issued Request for Proposal (RFP) No. 2022-18 for custom apparel services for the Community Services Department. The purchases consist of, but are not limited to, short sleeve t-shirts, polo shirts, windbreakers, and sweatshirts with most of the items requiring silk screening or embroidery.

The City received four proposals from the following firms:

- Ace Uniforms
- Pacific Coast Stitch, LLC
- Promo Shop, Inc.
- Vargas & Ramirez Sports

An evaluation committee consisting of City staff evaluated the submittals. As part of the City's RFP process, the firms were evaluated based on the criteria set forth in RFP 2022-18 which included the experience/qualification of the firm, staffing resources and organization, product quality, turnaround times, and cost proposal.

All tabulated results from the evaluation are listed below in Table 1.

Table 1 – RFP Evaluation Summary

Firm Name	Evaluation Score
Pacific Coast Stitch, LLC	82.67
Promo Shop, Inc.	81.33
Ace Uniforms	78.33
Vargas & Ramirez Sports	35.33

Following the evaluation process and reference checks, City staff determined that Pacific Coast Stitch, LLC and Promo Shop, Inc. were the most qualified to conduct the requested services. Taking into consideration the current 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.

STRATEGIC PLAN OBJECTIVE

Responsive and Transparent Government

FISCAL IMPACT

Apparel purchases will be made as needed from the appropriate vendor. If awarded, the aggregate amount purchased from both vendors collectively will not exceed \$17,500 annually, and \$11,000 for FY2022/23. While individual agreements not to exceed \$17,500 will be issued per year, it is anticipated that total expenses per year between the vendors would not exceed \$17,500.

ATTACHMENTS

1. Agreement - Pacific Coast Stitch, LLC
2. Agreement - Promo Shop, Inc.