



## **CITY OF MENIFEE**

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SUBJECT: Agreement Amendment with Promo Shop, Inc. for City Uniform and Program Participant Custom Apparel Purchases

MEETING DATE: June 7, 2023

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, 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 Amendment No. 2 to the Professional Services Agreement with Promo Shop, Inc. for City uniform and program participant custom apparel purchases, in an amount not-to-exceed \$6,000, for a revised total of \$51,000.

### **DISCUSSION**

The City of Meniffee's Community Services Department purchases a variety of uniforms and custom apparel for City staff and program participants from Promo Shop, Inc. 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. With the addition of various programs and staff in Fiscal Year (FY) 2022/2023, the use of these services increased which led to needing additional funds for their contract.

### **STRATEGIC PLAN OBJECTIVE**

Regular City Business

### **FISCAL IMPACT**

The fiscal impact of Amendment No. 2 is \$6,000, increasing the first amended contract total from \$45,000 up to \$51,000. Funding for the proposed amendment is available within the adopted FY 2022/2023 Budget, under Account No. 100-4660-52400.

**ATTACHMENTS**

1. Original Promo Shop Agreement
2. Promo Shop Amendment No. 1
3. Promo Shop Amendment No. 2