



# City of San Antonio Contract Summary Sheet

Date: 6/04/2020  
Agenda Item: 20-3333

**Name/Title (Caption as shown on agenda):**

**Annual Contract for Web Based Uniform Purchase Program 6100002939 CT**

**Brief Description of Item(s) and Use:**

The City requires a program by which a contractor, experienced in the supply of uniforms, will operate a web based uniform purchase program. The selected Respondent shall be responsible for all aspects of providing a successful program to include but not limited to the following:

- Maintain a sufficient inventory of high-quality uniform and accessory items
- Receive, process and ship individual orders;
- Perform alterations and repairs to uniform items;
- Provide embroidery, screen printing, and heat pressing services;
- Maintain computerized transaction records by individual customer to include credit balance tracking;
- Supply and maintain all necessary computer hardware and software required for a web based uniform program;
- Provide and operate a customer service facility, to include a full fitter line and sample items, to be staffed by employees familiar with this contract; plus
- Assume responsibility for loss and damage of all items from time of shipment to customer receipt.
- Utilizing a computerized inventory system, the selected Respondent shall also be responsible for tracking the following:
  - Each employee's balance up to \$500 per year;
  - All items issued;
  - All items returned;
  - Verification of order date/time;
  - Shipping date/time; plus
  - All repairs and alterations performed for each employee;

The term for the original contract was for October 1, 2013 through September 30, 2018 with two additional one-year renewal options. Amendment 13 will extend the contract with Galls LLC. under the same terms and conditions for an additional year from October 1, 2020 through September 30, 2021 and also authorize a .6% price increase effective October 1, 2020.

<b>Total \$:</b>	\$842,500.00 annually
<b>Contract Period:</b>	October 1, 2020 through September 30, 2021
<b>Method of Procurement:</b>	Amendment
<b>Price Trend:</b>	.6% increase in accordance with Consumer Price Index
<b>Contract Info:</b>	Formal ___ Annual <u>X</u> Support/Maintenance ___ Lease ___
<b>Recommended Contractor(s):</b>	<b>Galls LLC., 1340 Russell Cave Rd., Lexington, KY 40505</b>

<b>Previous Contractor(s):</b>	N/A
<b>Comments:</b>	N/A
<b>Anticipated Future Requirements and Action:</b>	N/A
<b>Procurement Alternative:</b>	Should this contract not be approved, uniforms for SAFD personnel would have to be secured on an as-needed basis. Lack of a contract could result in SAFD being out of compliance with uniformity which could negatively impact the Fire Department's ability to complete their mission. In addition, the City would not realize the cost savings normally associated with long term agreements.
<b>Using Department:</b>	Fire