

STAFF REPORT

DATE: December 11, 2023
TO: Sacramento Regional Transit Board of Directors
FROM: Lisa Hinz, VP, Security, Safety and Customer Satisfaction
SUBJ: AWARD A PURCHASE ORDER TO HAWTHORN VENTURES LLC, DBA PURPOSE-BUILT TRADE CO. FOR THE PURCHASE OF SAFETY SHOES

RECOMMENDATION

Adopt the Attached Resolution

RESULT OF RECOMMENDED ACTION

If the Board approves this action, SacRT will continue to have a source to purchase required Safety Shoes for its employees for a 5-year term.

FISCAL IMPACT

Based on the supply quantities estimated by the Safety Department, the not-to-exceed amount for the 5-year contract term will be \$225,000, plus applicable sales tax. SacRT will be invoiced based on the shoes selected by employees from the available range up to the value of the issued vouchers, at the unit prices specified in the Bid, which reflect a 20% discount off the catalog prices. These prices are subject to change after the first year of the contract, with prior approval by SacRT.

FY24 estimated contract expenditure of \$22,500 which covers January, February, March, April, May, and June 2024, is included in the approved FY24 Operating Budget. Future fiscal year estimated contract amounts are \$45,000 for FY25, FY26, FY27, FY28, and FY29, which will cover July 2024 through December 2029. These future amounts will be included in the Operating Budget for each fiscal year.

DISCUSSION

Under the terms of SacRT's Collective Bargaining Agreements with the IBEW and AFSCME Supervisor Unit, SacRT provides safety shoes through a voucher program to all IBEW members (\$175 annually) and to certain AFSCME supervisors (\$200 every two years). Safety shoes reduce injuries and create a safer work environment. Not only do protective shoes protect against foot injuries from sharp objects, spilled liquids, slips and falls, and more, but they also help SacRT more effectively achieve safety goals. In the past, staff has requested quotes and awarded a Blanket Purchase Order (BPO) for a 3-year term. Upon expiration of the 3-year BPO, staff determined it was in SacRT's best interest to solicit bids for a 5-year term for the purchase of safety shoes, due to the

ongoing need for these supplies. If an employee selects a shoe that costs less than the available voucher, SacRT is billed for the actual cost. If an employee selects a shoe that costs more than the available voucher, SacRT is billed for the value of the voucher and the employee must pay the difference.

On September 22, 2023, staff released an Invitation for Bid (IFB) on PlanetBids e-Procurement System and notified 4 vendors of the bid opportunity. SacRT requires that the safety shoe store be located within Sacramento County because employees must go to the store(s) to order and pick up the shoes. On October 13, 2023, SacRT received the following two bids:

	Beck's Shoes	Hawthorn Ventures LLC dba Purpose-Built Trade Co.
Percentage discount given off catalog price for all purchases	18.63% (46.57 points)	20.00% (50 points)
Total pricing offered for the 10 most popular shoe styles of the last 2 years or comparable alternatives	\$37,712.70 (41.99 points)	\$32,277.90 (50 points)
Total Points	88.573	100

Both bids were reviewed and determined to be responsive. Based on the two bids, Hawthorn Ventures LLC dba Purpose-Built Trade Co. is the highest-ranked firm and eligible for award. The bid price is considered fair and reasonable in comparison with the other bidder and is comparable to the independent cost estimate established prior to the receipt of bids.

RESOLUTION NO. 2023-12-118

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

December 11, 2023

AWARD A PURCHASE ORDER TO HAWTHORN VENTURES LLC, DBA PURPOSE-BUILT TRADE CO. FOR THE PURCHASE OF SAFETY SHOES

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Blanket Purchase Order for Purchase of Safety Shoes between Sacramento Regional Transit District, therein referred to as "SacRT", and Hawthorn Ventures, LLCdba Purpose-Built Trade Co., therein referred to as "Contractor," whereby Contractor agrees to provide Safety Shoes for the Safety Department, as further specified, for an amount not to exceed \$225,000.00, plus applicable sales tax, for a 5-year term, is hereby approved.

That, the General Manager/CEO is hereby authorized and directed to execute the Purchase Order.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary