

STAFF REPORT

DATE: February 27, 2023
TO: Sacramento Regional Transit Board of Directors
FROM: Carmen Alba, VP, Bus Operations
SUBJ: APPROVING THE CONTRACT FOR PURCHASE OF EMPLOYEE UNIFORMS WITH L.N. CURTIS AND SONS

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Approving the recommended action would allow SacRT to continue to provide uniforms to Sacramento Regional Transit District (SacRT) employees required to wear uniform apparel as part of their job duties.

FISCAL IMPACT

The proposed contract is budgeted at \$907,500 for a 5-year term covering the last 4 months of Fiscal Year 2023 and Fiscal Years 2024 - 2028 and, of which \$55,250 is included in the FY 2023 Operating Budget. Fiscal Years 2024 – 2027 will be budgeted at \$726,000 per year and 8 months of Fiscal Year 2028 will be budgeted at \$126,250. The full contract value will be allocated to each department as follows:

Bus Transportation	\$400,000
Operations Training	\$15,000
Light Rail Transportation	\$100,000
Police Services	\$75,000
Community Bus Services	\$150,000
Elk Grove Transportation	\$75,000
SacRT GO Paratransit	\$90,000
Procurement	\$2,500

DISCUSSION

SacRT provides employee uniforms to Operators, Transit Officers, Transit Ambassadors, Supervisors, and Procurement Clerks in the following departments: Bus Transportation, Light Rail Transportation, Community Bus Services, Police Services, Elk Grove Transportation, SacRT GO Paratransit Services, and Procurement. These uniforms allow the public to easily recognize and identify SacRT employees and standardize the

appearance and professionalism projected by these employees. Therefore, uniforms also play an essential role in public safety.

On November 16, 2022, a Request for Proposal (RFP) for Purchase of Employee Uniforms was released on PlanetBids and 17 prospective proposers matching the category code for these services were notified of the opportunity. On December 30, 2022, SacRT received 1 proposal for the subject contracting opportunity from L.N. Curtis and Sons.

The pricing proposal received was for \$632,956 based on the estimated quantities that were included by SacRT in the Pricing Proposal Form. However, in analyzing the estimated quantities in the Pricing Proposal Form after the proposal was received, Staff determined that the quantities are outdated and do not accurately reflect SacRT's anticipated uniform needs over the next 5 years due to service expansions and employee turnover. Consequently, Staff is recommending that the Contract be awarded for an amount of \$907,500, which is expected to cover all anticipated uniform needs across the various departments during the 5-year term.

SacRT evaluated the proposal based on the criteria set out in the RFP and determined that it meets SacRT's needs. Staff contacted 11 prospective proposers regarding the reasons they chose not to submit a proposal; based on the 4 responses received, Staff determined that the solicitation was not restrictive of competition. Staff also determined that the post-proposal increase to the estimated quantities would not have affected the bidding environment. Staff also determined that the pricing proposed by L.N. Curtis and Sons is fair and reasonable based on the Independent Cost Estimate (ICE) derived from previous contracts and current market conditions.

RESOLUTION NO. 2023-02-022

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

February 27, 2023

APPROVING THE CONTRACT FOR PURCHASE OF EMPLOYEE UNIFORMS WITH L.N. CURTIS AND SONS

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

THAT, the Contract for Purchase of Employee Uniforms between Sacramento Regional Transit District, therein referred to as "SacRT," and L.N. Curtis and Sons, therein referred to as "Contractor," whereby Contractor agrees to provide employee uniforms for a 5-year term, as further set forth therein, for a total amount not to exceed \$907,500 plus applicable sales tax, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute the Contract.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary