



STAFF REPORT

DATE: December 5, 2017

TO: Ronald L. Olson, City Manager

FROM: Brian Brank, Fire Chief

SUBJECT: Purchase of Firefighter Uniforms

BACKGROUND AND FINDINGS:

In fiscal year 2016-2017, the Fire Department purchased uniforms and equipment for firefighters totaling approximately \$100,000. Each year the Fire Department does a cost comparison between several vendors and orders the necessary uniforms from the vendor with the lowest cost for each item; this year Miller Uniforms & Emblems provided the best cost for uniforms.

THE ALTERNATIVES CONSIDERED:

- Purchase uniforms from various vendors on an as-needed basis.
- Purchase uniforms in bulk from the lowest cost vendor.

Which alternative is recommended? Why?

Purchase Uniforms in bulk from the lowest cost vendor: Prices for common uniform components were compared between multiple vendors with BuyBoard contracts on their websites. Nardis Incorporated, Class Uniforms Incorporated, and Miller Uniforms and Emblems all offered similar prices for these items. However, their contracts offered discounts of 15%, 5%, and 15% respectively. This made Nardis and Miller the lowest cost vendors for these items. We currently use Miller for many of our uniform needs, and we are pleased with their service and responsiveness. We request to continue purchasing uniform components from Miller. Staff estimates approximately \$100,000 worth of uniform supplies will be purchased from Miller Uniforms & Emblems.

CONFORMITY TO CITY POLICY:

The Fire Department is requesting authority to purchase uniforms from Miller Uniforms & Emblems in an amount exceeding the \$50,000 threshold for which Council approval is required. Miller Uniforms & Emblems is a member of the TASB BuyBoard purchasing cooperative; therefore, making this purchase exempt from state and local legal bidding requirements as found in The Texas Local Government Code 252.022. Staff did, however, compare costs with multiple vendors to achieve the best pricing. Miller Uniforms & Emblems' Buyboard contract, #524-17, is effective through March 31, 2020. The Fire Department will continue to compare pricing with all vendors to ensure that we are receiving the best pricing for the City.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

Staff estimates approximately \$100,000 worth of uniform supplies will be purchased from Miller Uniforms & Emblems.

Is this a one-time or recurring expenditure?

Uniforms are needed every year to sustain the professional appearance of KFD paid fire personnel.

Is this expenditure budgeted?

Yes

If not, where will the money come from?

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes. The Fire Department's Uniforms and Clothing Account, 010-7070-442.41-20, was funded with \$275,000 to start the fiscal year.

RECOMMENDATION:

Staff recommends the City Council authorize the purchase of uniforms from Miller Uniforms & Emblems through the remainder of their Buyboard Cooperative Contract expiring March 31, 2020, for items which they provide at the lowest cost.

DEPARTMENTAL CLEARANCES:

Legal, Purchasing, Finance

ATTACHED SUPPORTING DOCUMENTS:

Miller BuyBoard Contract