



STAFF REPORT

DATE: June 19, 2018

TO: Ronald L. Olson, City Manager

FROM: Charles F. Kimble, Chief of Police

SUBJECT: Purchase in excess of \$50,000 for uniforms and armor

BACKGROUND AND FINDINGS:

The Killeen Police Department provides uniforms for all uniformed personnel in addition to soft body armor for sworn personnel. Uniforms and body armor are purchased multiple times throughout the year on an as-needed basis. The department has purchased these items primarily from Miller Uniforms and Emblems, Inc. in Austin, Texas for several years. All items are purchased through the Texas Association of School Boards (TASB) BuyBoard Purchasing Cooperative, current contract #524-17, expiring March 31, 2020. The department frequently receives quantity discounts below the contract price. Cumulative purchases throughout the year exceed \$50,000, requiring council approval. The department projects spending in excess of \$85,000 for FY 17-18 based on projected needs and the current hiring cycle.

Although Miller Uniforms and Emblems, Inc. is a member of a state purchasing cooperative with pre-negotiated prices, the city requires competitive bids through other vendors. Bids were received from three vendors, Miller Uniforms and Emblems, Inc., Nardis Public Safety and Got You Covered Uniforms. Miller Uniforms and Emblems, Inc. was the only vendor to submit a complete bid with all requested items included. Although each vendor provided a few different items at the lowest quoted price, Miller Uniforms and Emblems, Inc. was the most complete and was the lowest of the three for soft body armor by \$150 per unit. Based on the information in the quotes and the established and responsive customer service provided by Miller Uniform, staff believes they represent the best value option to be the department's primary uniform and body armor supplier.

THE ALTERNATIVES CONSIDERED:

Consider using the other vendors at increased overall cost and unknown customer service.

Which alternative is recommended? Why?

It is recommended that the city stays with Miller Uniforms and Emblems, Inc. for our primary supplier. They are located in Austin and have provided exceptional customer service to the Police Department for a number of years.

CONFORMITY TO CITY POLICY:

These cumulative purchases conform to city policy.

FINANCIAL IMPACT:

The department budgets for uniforms and armor each year and budgeted funds are available for this need in account 010-6000-441.41-20 Uniforms and Clothing.

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

\$85,000

Is this a one-time or recurring expenditure?

Recurring

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

RECOMMENDATION:

The city staff recommends that the City Manager or his designee be authorized to execute the purchase of uniforms from Miller Uniforms and Emblems, Inc. through the remainder of its BuyBoard Cooperative Contract expiring March 31, 2020.

DEPARTMENTAL CLEARANCES:

Purchasing
Finance
Legal

ATTACHED SUPPORTING DOCUMENTS:

Quotes
Certificate of Interested Parties