



# City of Killeen

## Legislation Text

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**File #:** RS-24-004, **Version:** 1

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Consider a memorandum/resolution awarding RFP 24-08 Athletic Uniforms and Clothing Services Agreement to C&C Sporting Goods in an amount not to exceed \$60,000 for FY 2024.

**DATE:** January 9, 2024

**TO:** Kent Cagle, City Manager

**FROM:** Kelly Snook, Executive Director of Parks and Recreation Services

**SUBJECT:** Awarding Bid RFP 20 - 08 Procurement of Athletic Uniforms and Jerseys Agreement to C&C Sporting Goods

### **BACKGROUND AND FINDINGS:**

The total contract for uniforms and clothing is estimated to be under \$60,000 annually, making the total (5) year agreement under \$300,000. The yearly amount is within the Athletics uniform and clothing budget.

Partnering with one vendor for up to a five-year agreement will allow Parks and Recreation to procure lower unit costs for each uniform and result in more cohesive uniforms. Uniform ordering will be more efficient, as the vendor will be able to plan for upcoming orders.

This service will provide all Parks and Recreation Athletic Uniform apparel to include:

- Baseball/Softball
- Basketball - Boys and Girls
- Soccer
- T-Ball
- Volleyball and Kickball

Parks and Recreation advertised RFP 20-08 (Athletic Uniforms and Clothing) on October 22, 2023. Eight responses were received (Ad-Wear & Specialty of Texas, Inc., American Soccer company DBA: Score Sports, BSN Sports, C&C Sporting Goods, Jonah's Enterprises Inc., No Ego Inc., Pasadena Sporting Goods, Triangle Sports Inc.) Four of the vendors were eliminated due to missing and incomplete documentation.

The rating scale was as follows:

- Experience - 30 Points
- Capacity to deliver services - 40 points
- Overall Cost - 20 points
- References - 10 points

**Total: 100 Points**

C&C Sporting Goods was ranked the highest evaluated vendor. The terms of the agreement will be for a one (1) year term with up to four (4) additional one (1) year renewal terms if both parties agree in writing at least (90) days before the end of the initial term. Any price increases when renewing the agreement must be submitted to Parks and Recreation at least one hundred and twenty (120) days prior to a potential renewal. Prices may not be increased more than 10% per year.

**THE ALTERNATIVES CONSIDERED:**

Option 1 - Deny the request as written; or

Option 2 - Approve the bid with C&C Sporting Goods for up to a five-year, annual renewal contract.

**Which alternative is recommended? Why?**

Option 2 - Approve the bid and enter into an agreement with C&C Sporting Goods estimated to be under \$60,000 annually. This is the best option for Parks and Recreation Athletics Division to procure athletic apparel and have a consistent line of athletic uniforms. C&C Sporting Goods has a long history of partnering with Killeen to provide not only uniforms but apparel for staff and events as well.

**CONFORMITY TO CITY POLICY:**

This conforms to City of Killeen purchasing policy.

**FINANCIAL IMPACT:**

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

Estimated to be under \$60,000 for FY 2024, and for future years FY 2025 through FY 2028 plus any approved increases.

**Is this a one-time or recurring expenditure?**

Recurring expenditure

**Is this expenditure budgeted?**

Yes, funds are available in the General Fund Parks & Recreation Athletics account 010-3032-428.41-20 and the Parks & Recreation Donation Fund account 238-3030-531.41-20. Future budgets will be recommended for increase to cover inflationary costs and will be based upon City Council approval.

**If not, where will the money come from?**

N/A

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

Yes

**RECOMMENDATION:**

Staff recommends that City Council approve the agreement with C&C Sporting Goods in an amount not to exceed \$60,000 in FY 2024 with potential price increases not to exceed 10% annually over the course of five (5) years, and that the City Manager or designee be authorized to execute any change orders as permitted by state and local law.

**DEPARTMENTAL CLEARANCES:**

Purchasing  
Finance  
Legal

**ATTACHED SUPPORTING DOCUMENTS:**

Agreement  
Cost Proposal  
Contract Verification Form  
Certificate of Interested Parties  
Presentation