


CITY OF LOS ANGELES
Department of Recreation and Parks
Inter-Office Memorandum

DATE: SEPTEMBER 14, 2004

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM: JON KIRK MUKRI, General Manager 

SUBJECT: UNIFORMS AND APPARREL CONTRACT – STATUS OF REQUEST FOR BID

At the September 1, 2004, Board meeting, the Board considered the recommendations of Board Report 04-233 requesting approval of a Department contract piggybacking on the citywide uniform and apparel contract awarded by the City's Purchasing Agent to Long Beach Uniforms. During consideration, alternatives were suggested whereby we might open windows of opportunity to competitively bid team sports uniforms and recreational program related apparel provided to our Department. Staff consulted with our City Attorney who opined that a new Request for Bid for uniforms and apparel, tailored to the procurement needs of the Department, could be prepared and a Recreation and Parks contract could be awarded to the lowest responsive bidder.

Staff is drafting a Request for Bid (RFB) and structuring a purchase contract which includes terms which consolidate the best of all customer services elements provided through the numerous vendors the Department has done business with in the past decade. The contract will be awarded to the lowest responsive bidder meeting the following key terms:

PRICING

- Best discount off list price of a full-line of apparel and sports team uniform catalogue
- Best prices on line items for sports team apparel packages
- A commitment to actively offer discount and closeout items

DELIVERY

- 48 hour delivery on new orders for merchandise in stock
- 14 calendar days delivery on custom orders
- Percentage discount for orders made more than 60 days in advance of delivery
- 24 hour delivery and no additional charge for replacements/exchanges/additions to the main custom orders, up to 10% of the total units of the original order
- 7-13 day delivery and no additional charge for replacements/exchanges/additions to the main custom order, up to 50% of the total units of the original order
- Rush delivery on custom orders available on an acceptable price schedule

CUSTOM ORDERING, INVOICING, DELIVERY SITES, REPORTING

- On-line ordering and tracking
- Invoicing to each recreation center
- Adhering to Department's delivery protocol
- Monthly expenditure reports and other reports as requested

The bid will also incorporate a mechanism requiring the vendor to demonstrate that they have appropriate resources to support serving our Department's anticipated volume, seasonal timelines,

and geographic expanse. In addition, all requirements for City procurement and contracting must be met by the vendor to be deemed a responsive bidder, allowing them to continue on in the selection process.

Until the resulting contract is executed, the Department will utilize the City's contract with Long Beach Uniforms as committed to the Controller. The opportunity to purchase closeout items is also included to assist centers with low budgets. Long Beach Uniforms has invested significant resources to purchase delivery vehicles, inventory, realign staff, and design a website with on-line ordering to accommodate the estimated \$2 million annual sales volume from our Department. The vendor has shown good faith in working with Recreation and Parks during this transitional period. It is anticipated that the RFB will draw significant interest from our past vendors as well as Long Beach Uniforms. An invitation to bid will be sent to the uniform and apparel vendors providing service to us in the last two years. The RFB will also be posted on the City's webpage, the Recreation and Parks' webpage, and in the Mayor's Los Angeles Virtual Business Network.