

City Council – Action Request Form

Date: August 15, 2023

To: Mayor, Mayor Pro Tempore and Members of the City Council

From: Johnnie Taylor, Interim City Manager
Darren Redfield, Purchasing Director

Council Action Requested:

Resolution Awarding a Purchase Order for Work Uniforms

Strategic Focus Area: Service Excellence

Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

Purchasing advertised a bid for the purchase of city specified work uniforms worn by various departments throughout the City of Winston-Salem to be ordered as needed. The work uniforms consist of t-shirts, polo shirts, pants, sweatshirts, jackets, coveralls, rain suits, and caps, some with City and/or department logos. The bid specifications required unit pricing based on the estimated annual quantities for the various uniforms for the period of July 1, 2023 through June 30, 2024.

Purchasing received bids on May 31, 2023 with a summary below:

	<u>City & State</u>	<u>Total Price</u>
J & E Uniforms, Inc.	Sanford, NC	\$208,710.53
Bienali Promotions, LLC	Highland Park, IL	318,931.17
Mini Wing USA	Palos Verdes Estates, CA	Incomplete Bid (No bid on most items)

It is recommended that a purchase order for work uniforms be awarded to J&E Uniforms, Inc., the lowest responsive bidder meeting specifications, in the estimated annual amount of \$208,710.53.

Committee Action:

Committee FC 8/15/2023 **Action** Approval

For Unanimous **Against** _____

Remarks:

Various department operating accounts of the FY 2023-24 approved budget include funds to make these purchases.

M/WBE comment: Notices were sent to several vendors and advertised on the City and State purchasing websites. Notifications are also sent to M/WBE and area HUB businesses on a bi-weekly basis.

Workforce Demographics: See Exhibit A