



## MEMORANDUM

**To:** Mayor and City Council

**From:** Kevin Richardson, Fire Chief

**Date:** October 10, 2023

**Reference:** Consider approval of Bid Q-0823-02 for the Fire Department uniform contracts with Five Star Embroidery, in the amount of \$83,982.00; as budgeted; and authorizing the City Manager to sign any necessary documents.

**2040:** Sustainable Government

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### **Introduction:**

This agenda item is being presented for approval to award material purchase contracts to Five Star Embroidery for the purchase of Fire Department uniforms.

### **Background:**

Every fiscal year the Fire Department budgets for the replacement of worn, damaged or contaminated uniforms as well as new uniforms for new hires joining the department. In the past four years, several changes have been made to the make, model, or design of several of the uniform items the department wears. Further, other apparel items were not under contract pricing. The current uniform contracts will expire on October 23, 2023.

Therefore, bids were advertised via Bid Sync on August 10, 2023. By August 29, 2023, the City had received three bids for the supply of various uniforms and uniform accessories tailored to meet the Fire Department's specific needs and requirements. After careful evaluation by both the Purchasing and Fire Department Administrative members, it was concluded that entering into a contract with Five Star Embroidery would provide the department with the best value and service.

The current uniform contracts are set to expire, and the Fire Department will initiate a fresh agreement with Five Star Embroidery. Five Star will assume the role of the primary supplier for all items specified in the bid. The estimated annual procurement amount allocated to this vendor is \$86,982.00, and this expenditure has been budgeted in FY23-24.

Neither of the other two vendors will receive contracts for the items they bid. This decision is influenced by several factors, such as their proximity to Coppell, cost considerations, estimated

fulfillment/turnaround times, their familiarity with fire department uniforms, their ability to size personnel in person, and compliance with substitution requirements.

**Benefit to the Community:**

Fire Department uniforms contribute to a sense of community, safety, and professionalism while establishing a strong visual link between firefighters and the neighborhoods they serve. These uniforms constitute an integral component of their comprehensive personal protective equipment ensembles. Further, they enhance communication, public relations, and community engagement, ultimately benefiting the overall well-being and resilience of the community.

**Legal Review:**

The City's standard purchasing contract has been reviewed by legal periodically, with changes made as requested.

**Fiscal Impact:**

The fiscal impact of this Agenda item is \$86,982.00. The funds are budgeted in the Fire Department annual budget for FY23-24.

**Recommendation:**

The Fire Department recommends approval of the contracts with Five Star Embroidery.