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**Title:** CONSIDER AWARDING AN ON-CALL CONTRACT TO RED WING BRANDS OF AMERICA, INC. FOR AS NEEDED PURCHASE OF UNIFORM SAFETY WORKBOOTS, SHOES, AND ACCESSORIES (CITY COUNCIL)

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**Attachments:** 1. Exhibit 1. RFP 23-008, 2. Exhibit 2. Red Wings Contract

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, May 16, 2023

Consent

**SUBJECT:**

**CONSIDER AWARDING AN ON-CALL CONTRACT TO RED WING BRANDS OF AMERICA, INC. FOR AS NEEDED PURCHASE OF UNIFORM SAFETY WORKBOOTS, SHOES, AND ACCESSORIES (CITY COUNCIL)**

**I. SUMMARY**

The City of Carson’s employees provide several services for the City and its citizens including, roadway maintenance, event preparation, and park maintenance. In the process of carrying out these services, staff handles equipment and materials that warrant the use of uniforms that allow staff to work in a safe and efficient manner. Additionally, several of the City’s employee unions have Memoranda of Understanding (MOUs) that require the City to provide uniforms for staff. The City of Carson Public Works Department recently completed a Request for Proposal (RFP) 23-008, to solicit a vendor that can provide uniform safety boots, shoes, and accessories to city staff.

Staff is recommending the approval of a three-year on-call contract services agreement at \$35,000 per year with the option to extend the agreement for two (2) one-year terms, with Red Wing Brands of America, Inc. (Red Wing) for the amount of \$105,000.00

**II. RECOMMENDATION**

1. AWARD and APPROVE the On-Call Contract Services Agreement with Red Wing Brands of America, Inc. for as needed purchase of citywide uniform boots, shoes, and accessories, for a three-year term with the option to extend for two additional one-year terms at the City's discretion, for the amount of \$105,000; and
2. AUTHORIZE the Mayor to execute the agreement, following approval as to form by the City Attorney

### **III. ALTERNATIVES**

1. DO NOT APPROVE the On-Call Contract Services Agreement with Red Wing Brands of America, Inc.
2. TAKE another action the City Council deems appropriate, consistent with the requirements of the law.

### **IV. BACKGROUND**

To ensure the upkeep and vitality of the City of Carson, City staff provide many services including maintenance of roadways, addressing downed trees, setting up for events, and maintaining park facilities and landscape. In providing these services, staff handles heavy equipment, supplies and tools, and works with materials such as hot asphalt, oil, and electrical lines. Consequentially, uniforms that provide adequate and proper safety for staff is essential in allowing employees to provide expert services while remaining unharmed. Under several MOUs with the City's various employee unions and associations, the City is required to provide uniform allowances, including safety work boots, to qualifying employees.

Due to an increase in staffing as well as employees diligently working to complete more projects and services for the City and its residents, a higher number of safety boots are needed in comparison to past fiscal years. There are approximately 200 employees whose union MOU mandates the City provide a safety shoe allotment. This trend of increased safety shoe numbers is expected to continue as vacant and previously frozen positions are filled. Resultingly, staff determined a contract with a qualified vendor would be more advantageous in satisfying the needs of employees.

On March 9, 2023, staff issued RFP 23-008 for safety work boots, shoes, and accessories on PlanetBids via the City's online portal. Notice of the RFP was posted in accordance with Carson Municipal Code (CMC) Section 2800 on the City's website, at the City's public notice locations, and published in the Daily Journal newspaper on March 9, 2023. Responses were due on March 30, 2023.

In response to the RFP, the City received four proposals from the following vendors:

1. Red Wing Brands of America, Inc
2. Shoes for Crews, LLC

- 3. Shoeteria, Inc
- 4. Todd & Don Gruberger DBA Workboot Warehouse

Evaluation Process

The City utilized a three-member review committee consisting of the Public Works Right of Way Superintendent, the Warehouse Supervisor, and the Public Works Administrative Analyst. Proposals were evaluated pursuant to the CMC and the following criteria:

- Demonstrated Competence
- Qualifications of Vendor
- Experience
- Capacity to quickly produce and deliver items
- Price

The criteria were weighted as indicated in Table 1 below:

Table 1. Proposal Evaluation Ranking Criteria

Criteria Description	Weight
Competence	20
Qualifications	25
Experience	15
Capacity to quickly deliver items	25
Price	15
Total	100

The results of the evaluation process were as followed:

Table 2. Proposal Evaluation Results

Criteria Description	Red Wing	Shoes for Crews	Shoeteria	Workboot Warehouse
Competence	20	14	14	14
Qualifications	24	19	20	22
Experience	15	14	14	14
Capacity to quickly deliver items	25	14	24	22
Price	11	14	12	15
Total	95	75	84	87

Consultant Selection

On April 6, 2023, the committee reviewed all submitted proposals. Based on the results of the evaluation, staff determined Red Wing’s proposal best addressed the evaluation criteria and offered the best services to meet the needs of the City. Through the reference-check process, staff verified Red Wing’s experience in providing quality safety boots for local government entities, including the Cities of Santa Ana, California, Austin, Texas, and Scottsdale, Arizona. These government agencies expressed their approval of the customer service received from Red Wing, particularly the streamlined process of Red Wing’s voucher system and the custom measurements for footbeds offered to employees.

Staff confirmed Red Wing’s level of service and products offered not only meet the safety and quality standards of the City, but also those of the American Society for Testing and Materials. Accordingly, the review committee concluded Red Wing to be the best qualified vendor for this service.

**V. FISCAL IMPACT**

None. Funding for this agreement was requested in the FY 2023-24 General Fund budget, in Warehouse Sub-Division account 101-80-801-287-6016.

**VI. EXHIBITS**

1. RFP 23-008
2. Red Wing Contract

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