

MEETING DATE:

July 6, 2009

CALL TO PODIUM:

Jim McGuire
Parks, Recreation and Culture

RESPONSIBLE STAFF:

Jim McGuire
Parks, Recreation and Culture

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
X	Consent Item
	Ordinance
	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:
Resolution of the Mayor and City Council Authorizing the City Manager to Enter Into a Contract to Purchase City Apparel for Various Departments and Programs (\$48,296)

SUPPORTING BACKGROUND:
A Request for Proposal was assembled and evaluated in March of 2008. A contract for apparel for various City Departments and Programs was awarded. The RFP language provided for an extension of the contract for one year upon review and evaluation by the City staff.
Staff recommends awarding an extension of the contract for one year to Special Tees Inc. for FY10 in the amount of Forty Eight Thousand Two Hundred Ninety-Six Dollars.

DESIRED OUTCOME:
Vote on Resolution

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND THE CITY COUNCIL
TO ENTER INTO A CONTRACT TO PURCHASE CITY APPAREL
FOR VARIOUS DEPARTMENTS AND PROGRAMS

WHEREAS, a Request for Proposal was advertised, reviewed and awarded in June of 2008 for City Apparel for Departments and Programs; and

WHEREAS, a Request for Proposal for the purchase of City Apparel for various Departments and Programs was awarded in June of 2008; and

WHEREAS, the contract language provided for renewal of services for an additional year upon the staff evaluation and recommendation; and

WHEREAS, the Mayor and the City Council have determined to award a contract meeting the City specifications:

NOW, THEREFORE BE IT RESOLVED by the Mayor and the City Council of the City of Gaithersburg, that the City Manager be and she hereby is authorized to enter into a contract with Special Tees Inc., 15910 Indianola Drive, Rockville, Maryland 20855, in the amount of Forty Eight Thousand Two Hundred Ninety-Six Dollars (\$48,296); said funds to be expended from the Operating Budget.

ADOPTED by the City Council this 6th day of July, 2009.

SIDNEY A. KATZ, MAYOR and
President of the City Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
In public meeting assembled the 6th day of
July, 2009

Angel L. Jones, City Manager

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: JIM MCGUIRE Date of City Council Meeting: July 6, 2009

AUTHORIZING

Purchase Award Contract Transfer Funds Negotiate/
Execute a Contract

BID INFORMATION:

Advertisement Date MARCH 2008

Newspaper(s) _____

Bids Opened/Tabulated (date) MAY 2008

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

APPAREL FOR VARIOUS CITY PROGRAMS (SPORTS, CAMPS, AQUATICS, TOT TIME) AND PUBLIC WORKS, RFP WAS PRESENTED IN 2008. THE RFP PROVIDED FOR AN EXTENSION OF THE CONTRACT UPON REVIEW AND EVALUATION BY CITY STAFF.

CONTRACTED/PURCHASE FROM:

Company Name: SPECIAL TEES INC.

Street Address: 15910 INDIANOLA DRIVE

P. O. Box Number _____

City/State/Zip ROCKVILLE, MARYLAND 20855

CONTRACT/PURCHASE AMOUNT: \$48,296

Check One: In the Amount of _____ Not to Exceed

FUNDS TO BE EXPENDED FROM: Operating Budget Capital Improvements Budget

Account Number: PLEASE SEE ATTACHED FORM

VERIFICATION OF AVAILABILITY OF FUNDS

Available Not available

[Signature] 6/29/09
Finance Dept. Date

ACCOUNTS

CITY APPAREL FY'10

Streets and Special Projects	1312-557000	\$248
Landscaping	1341-557000	\$324
Mowing and Bulk Pick-up	1344-557000	\$472
Recreation Programs and Sports	1415-522000	\$32,672
Youth Services	1417-522000	\$758
Summer Camps	1418-522000	\$8,148
Summer Camps	1418-557000	\$1,600
Casey Community Center	1421-557000	\$200
Water Park	1422-557000	\$3,044
Senior Center	1425-557000	\$130
Gaithersburg Aquatic Center	1427-557000	\$700

Total: \$48,296