



# REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:**

April 1, 2020

**DEPARTMENT:**

Finance

**DIVISION:**

Purchasing

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

**TITLE:**

Cooperative Purchasing Agreement: Galls Custom Managed Inventory System

**SUMMARY RECOMMENDATION:**

Authorize the use of a cooperative purchase agreement initiated by the City of Frisco, Texas for the use of the Galls Managed Inventory System to purchase and maintain a database of the police uniforms and accessories utilized by various Yuma Police Department (YPD) sworn officers, civilian personnel and Municipal Court officers. For an estimated annual expenditure of \$77,000.00, depending on the appropriation of funds and satisfactory performance, as needed to the following:

Galls, LLC    Lexington, KY

(Police Department - Bid #2020-20000091) (Susan Smith)

**REPORT:**

In the past, YPD has maintained contracts with vendors to provide uniforms. Currently, YPD has an antiquated, cumbersome semi-manual spreadsheet system used to track inventory. This system is not reliable and cannot be upgraded in its current use. It is very time consuming and not an efficient process due to the number of manual procedures staff must go through. YPD would like to utilize a web-based uniform purchase program; Galls, LLC would be responsible at no cost to set up and assist to create ordering and inventory programs.

This all-inclusive program would have the following capabilities: maintain a sufficient inventory of specified uniform and accessory items; receive, process and ship individual orders; perform alterations and repairs to uniform items; provide embroidery, screen printing, and heat pressing services per specifications; maintain computerized transaction records by individual customer to include credit balance tracking; supply and maintain all necessary computer hardware and software required for a web-based uniform program; provide customer service, which will include a full fitter line and/or sample items, to be staffed by employees familiar with this contract; assume responsibility for loss and/or damage of all items from the time of shipment to customer receipt; inventory of all items issued to each individual; inventory of all items returned from each individual; verification of order date/time; real-time shipping date/time by providing a tracking number; date item is received by the officer via tracking number; all repairs and alterations performed for each employee; uniforms beyond normal alterations will be determined on a case-by-case basis, and will be coordinated and approved by YPD staff and

auditing tracking system for all purchasing, tracking and inventorying of YPD history with the use of the management site.

YPD would like to utilize the cooperative purchase agreement for an agency-specific computerized inventory website that has mobile device capabilities, a system that provides an employee with 24/7 secure based management and tracking making a more effective and efficient program available to fit our uniform and equipment needs.

|                        |   |                            |  |             |
|------------------------|---|----------------------------|--|-------------|
| FISCAL REQUIREMENTS    | CITY FUNDS:   | \$77,000.00                | BUDGETED:  | \$77,000.00 |
|                        | STATE FUNDS:  | \$0.00                     | AVAILABLE TO TRANSFER:   | \$0.00      |
|                        | FEDERAL FUNDS:  | \$0.00                     | IN CONTINGENCY:  | \$0.00      |
|                        | OTHER SOURCES:  | \$0.00<br>\$0.00<br>\$0.00 | FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING<br>ACCOUNT / FUND / CIP:<br>001-6012.6806 Uniforms & Shoes |             |
|                        | TOTAL:  | \$77,000.00                |  |             |
|                        | FISCAL IMPACT STATEMENT:  |                            |  |             |
| ADDITIONAL INFORMATION | SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK:<br>1.<br>2.<br>3.<br>4.<br>5.  |                            |  |             |
|                        | IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL?<br><br><input checked="" type="radio"/> Department<br><input type="radio"/> City Clerk's Office<br><input type="checkbox"/> Document to be recorded<br><input type="checkbox"/> Document to be codified |                            |  |             |
| SIGNATURES             | CITY ADMINISTRATOR:   |                            | DATE:  |             |
|                        | Philip A. Rodriguez   |                            | 3/24/2020  |             |
|                        | REVIEWED BY CITY ATTORNEY:  |                            | DATE:  |             |
|                        | Richard W. Files  |                            | 3/23/2020  |             |
| SIGNATURES             | RECOMMENDED BY (DEPT/DIV HEAD):   |                            | DATE:  |             |
|                        | Lisa Marlin   |                            | 03/02/2020   |             |
| SIGNATURES             | WRITTEN/SUBMITTED BY:   |                            | DATE:  |             |
|                        | Jimmy Sanchez/Robin R. Wilson   |                            | 02/27/2020   |             |