



MEMORANDUM

To: Kristine Polian
From: Gary Warren
CC: Tamara Boegler
Date: 11/7/2019
Re: Fire Department Uniform Contract

Comments: The Fire Department is asking to be allowed to disregard the lowest bid proposed for the fire department uniform contract due to unsatisfactory performance in the immediate past. The vendor performance report card is attached for further detail on that performance.

Bids for a uniform purchase contract were sent out and only two vendors submitted bids; Galls and Cop Stop, Inc. We are opting to pass over the lowest bidder which was Gall's at \$ 82,120 and, instead, award the contract to Cop Stop, Inc. at \$ 116,147. Regardless of the amount of the bid, we will still be limiting our purchases to the \$70,000 budgeted in the fire department budget line item for uniforms. We have had a couple of years of experience with Gall's and received consistently poor service that has proven to be unacceptable for our organization. These experiences are reflected in the Vendor Report Card for Gall's.

We feel we have no choice but to award the contract to Cop Stop if we want our uniform orders to be delivered on time and without mistakes. In addition, Cop Stop is local where Gall's services to us comes from Kentucky which makes the many uniform mistakes difficult to correct in a timely manner.



Contractor Report Card-Delivery of Goods

Name Of Contractor:	GALLS Inc	Date Contract Began:	11-29-2018
Contract/Bid Number:	3190133	Date Contract Ended:	10-31-2019
Name of Project:	Uniforms for LCUFD	Date Report Card Completed:	11-12-2019
Project Number:		Previous Report Card Rating:	

Topic	Questions	Findings	Points	Comments
PRICE LISTS				
Price List	Was the price list being used by the contractor the current approved price list?	Yes/No	5	
Modifications	Was the contractor responsive to City directed changes to priorities and/or schedule?	1...2...3...4...5	1	
Modifications	Number of change orders?		0	
	Contractor recommended change orders		0	
	City recommended change orders		0	
Billing	The contractor comply with billing responsibilities?	1...2...3...4...5	3	
FINANCIAL				
Bankruptcy	Is the Contractor free from Bankruptcy proceedings?	Yes/No	5	
Sub-contractors	If applicable, was sub-contractor information collected in the contractor's system and included in the billing detail?	1...2...3...4...5 NA	5	
Sub-contractors	Were sub-contractors paid timely without notices filed?	1...2...3...4...5 NA	5	
ADMINISTRATIVE				
Change of Name	Did the contractor comply with Change of Name requirements?	Yes/No/NA	5	
Administrative	Was the contractor's Contact for Contract Administration information (address/phone/fax/email) correct?	Yes/No	5	
PROJECT (Answer in a scale of 1-5: 1 being below agreed upon standards - 5 being exceeded expectations)				
Timeline	Was the order delivered on time?	Yes/No	5	
Contract Scope	Did the contractor comply with the scope of their contract?	1...2...3...4...5	5	
Sub-contractors	If there are participating sub-contractors, are the sub-contractors listed and current in the contract?	Yes/No/NA	5	
Value added	Did contractor provide value added options for cost, schedule, or final product?	1...2...3...4...5	2	
Professionalism	Did contractor exhibit professionalism and courtesy when dealing with City Staff?	1...2...3...4...5	4	
Professionalism	Did contractor exhibit professionalism and courtesy when dealing with Citizens and the business community?	1...2...3...4...5 NA	5	
Professionalism	Was the quality of work performed to the standards required in the contract?	1...2...3...4...5	1	
Professionalism	Did the contractor and the contractor's staff perform in a professional manner?	1...2...3...4...5	3	
Site	Was the site clean and organized?	1...2...3...4...5 NA	5	
OVERALL				
Additional Comments that impact points?				
Grade (77-85=A, 68-76=B, 58-67=C)			TOTAL POINTS	61
			A....B....C....F	

10/1/2014 Version

Directions: The lead manager on the contract will complete the form with input from accounts payable and any additional departments affected by the contract. This form must be filled out between 90 and 30 days before contract completion. If the contract is going out for new bid, this form must be completed before solicitation is posted.

*Once the contractor report card is complete, two copies must be created. One copy will be kept in the project folder and the other copy sent to the Purchasing Department for cataloging.

Lead Manager Signature