



# Agenda Cover Memorandum

Meeting Date: June 5, 2017

Fiscal Year: 2018

Meeting Type:  Committee of the Whole  City Council  Budget Workshop

Item Title: Approve a one (1) year extension to the contract for Fire Department uniforms to On Time Embroidery, Inc. of Elk Grove Village, IL

Item Type:  Transfer  Budget Amendment  Purchase Order  Other

Action Requested:  Approval  For Discussion  Feedback Requested  For Your Information

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Background:

In August 2016, The Council approved a one (1) year contract with two (2) additional one (1) year options for Fire Department uniforms, FD-FY16-02, to the lowest bidder, On Time Embroidery, Inc. of Elk Grove Village, IL. The contract renewed last year with no price increase from the original bid. The vendor is now seeking a CPI adjustment in this third and final year of the contract. The Procurement Officer reviewed the request and offered a price increase of 1.8%. The vendor accepted those terms and now Staff is requesting approval to sign this one year price extension with a price adjustment of 1.8%.

With this current contract set to expire on 5/31/18, Staff will go out to bid at the end of this current fiscal year to ensure we are finding the lowest available pricing.

This item was discussed at the 5/22/17 COW and passed 3-1.

Recommendation:

Approve a one (1) year extension to the contract for Fire Department uniforms to On Time Embroidery, Inc. of Elk Grove Village, IL

Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No

If Yes, Total Cost: \$31,500.00

If Yes, is this a Budgeted Item:  Yes  No  Requires Budget Amendment

If Budgeted, Budget Code (Fund, Dept, Object): 100-2023-926000

Attachment(s), if any: