

**CITY OF SAN ANTONIO
SAN ANTONIO FIRE DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Erik Walsh, City Manager

FROM: Charles N. Hood, Chief, San Antonio Fire Department

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer; Maria Villagomez, Deputy City Manager

SUBJECT: Consideration of Completed High-Profile Solicitation

DATE: August 20, 2021

The San Antonio Fire Department provides uniformed employees an annual uniform credit to acquire necessary uniform items. To assist the employees with their authorized purchases, the City maintains a real-time web-based commissary contract for uniform personnel to purchase uniform items (e.g. duty boots, dress uniforms, work attire, pants, shirts, outerwear, and personal tools) and maintain uniforms that follow the current policy. Current policy includes an allotment of \$500, per the collective bargaining agreement, for each of the 1,766 authorized firefighter positions with additional annual purchases for new cadets, badges, and uniform embellishments for promotions. The web-based contract will track each employee's uniform credit balance.

On April 28, 2021, a Request for Proposals (RFP) was released seeking proposals from qualified Respondents to provide a web-based uniform purchase program. The estimated contract value is \$6.95 million for an initial contract term of 5 years with 2, 1-year options to renew.

On June 21, 2021, two proposals were received. One proposal was deemed non-responsive for failure to meet the subcontracting requirement of the RFP. The evaluation committee representatives were Charles N. Hood, Fire Chief, San Antonio Fire Department; Christopher Monestier, Deputy Fire Chief, San Antonio Fire Department; Juan Ayala, Director, Office of Military and Veteran Affairs; Melissa Ramirez, Assistant Director, Development Services Department and Joseph Arrington, Commissary Chair, San Antonio Fire Department.

The evaluation committee met on July 28, 2021, and by consensus, recommends awarding contract to the sole responsive bidder.

This item is scheduled for Council consideration on September 2, 2021.