

Audit and Accountability Committee



Post Solicitation Briefing for Web-Based Uniform Purchase Program

Date: August 20, 2021

Presented by: Charles N. Hood, Fire Chief, San Antonio Fire Department

Solicitation Overview

The San Antonio Fire Department released an RFP seeking a qualified respondent to provide a real-time web-based commissary contract for uniform personnel to purchase uniform items. The respondent's program should include the following, but is not limited to, maintaining a sufficient inventory of specified uniform and accessory items; receive, process, and ship individual orders; perform apparel alterations and repairs; provide embroidery, screen printing, and heat pressing services and maintain computerized transaction records by individual customer to include credit balance through a web-based system.

Solicitation Type

- Request for Proposals (RFP)

Estimated Value

- \$6.95 Million

Proposed Term

- 5 years with 2, 1 year renewal options

Recommended Award

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

SBEDA Subcontracting Requirements: 5% M/WBE

Due Diligence

Finance and Audit Departments – Due Diligence Results

Number of vendors notified:	77
Number of vendors at pre-submittal conference:	2
Number of responses received:	2 (1 proposal was deemed non-responsive for failure to meet the subcontracting requirement)
Results of Minimum Requirements Review	No Material Findings
Results of Due Diligence Review	No Material Findings