Condensed Title:

Request For Approval To Award Contracts To The Lowest And Best Bidders For Line Items 1 Through 6 Pursuant To Invitation To Bid (ITB) No. 07-11/12, For The Purchase And Delivery Of Athletic Uniforms For The Parks And Recreation Department: Items 1,2,4, And 5 To Matty's Sports, Inc.; Item 3 To Unicommerce, And Item 6 To Riddell, In The Total Estimated Annual Amount of $40,299.50.

Key Intended Outcome Supported:

Increase satisfaction with recreation programs.

Supporting Data (Surveys, Environmental Scan, etc.):

Based on the 2009 Miami Beach Customer Survey results indicates 84.9% of residents rated the City's Recreation programs either excellent or good.

Issue:

Shall the City Commission approve the award of Contracts?

Item Summary/Recommendation:

The purpose of ITB No. 07-11/12 (the "Bid") is to establish a contract(s) by means of competitive sealed bids with a qualified vendor for the purchase and delivery of athletic uniforms, including basketball, flag football, soccer, softball, baseball and T-shirt uniforms for youth programs for the Parks and Recreation Department.

Vendors shall be prepared to accept additional orders up to single uniforms after the initial order is placed, produced, or shipped completed. The unit cost shall remain the same with no additional charge for setup or quantity breaks. Production and delivery of any additional order shall be completed within (5) days, or sooner, upon receipt of order notification by City of Miami Beach Parks and Recreation staff.

The City reserves the right to award **per line item and/or by group,** should it be determined it is in the City's best economic interest.

This contract shall remain in effect for a period of two (2) years from date of commission approval, and may be renewed by mutual agreement for two (2) additional years, on a year-to-year basis.

APPROVE THE AWARD OF CONTRACTS.

Advisory Board Recommendation:

N/A

Financial Information:

Source of Funds:		Amount	Account
LA	1	$40,299.50	Parks and Recreation Operating expenditures Account 011-0950-000343
	2		
OBPI	3		
	Total	$40,299.50	

Financial Impact Summary:

City Clerk's Office Legislative Tracking:

Gus Lopez Ext. 6641

Sign-Offs:

Department Director	Assistant City Manager	City Manager
GL KS	HF PDW	JMG

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MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: City Manager Jorge M. Gonzalez

DATE: March 21, 2012

SUBJECT: **REQUEST FOR APPROVAL TO AWARD CONTRACTS TO THE LOWEST AND BEST BIDDERS FOR LINE ITEMS 1 THROUGH 6 PURSUANT TO INVITATION TO BID (ITB) NO. 07-11/12, FOR THE PURCHASE AND DELIVERY OF ATHLETIC UNIFORMS FOR THE PARKS AND RECREATION DEPARTMENT: ITEMS 1, 2, 4, AND 5, TO MATTY'S SPORTS, INC.; ITEM 3 TO UNICOMMERCE, AND ITEM 6 TO RIDDELL IN THE TOTAL ESTIMATED ANNUAL AMOUNT OF $40,299.50.**

ADMINISTRATION RECOMMENDATION

Approve the award of contracts.

KEY INTENDED OUTCOME SUPPORTED

Increase satisfaction with recreational programs.

FUNDING

$40,299.50 - Operating expenditures Account 011-0950-000343

ANALYSIS

The purpose of ITB No. 07-11/12 (the "Bid") is to establish a contract(s) by means of sealed bids with a qualified vendor(s) for the purchase and delivery of athletic uniforms, including basketball, flag football, soccer, softball, baseball and T-shirt uniforms for adult programs (basketball & softball), for the Parks and Recreation Department. Orders will be placed with vendors on an as-needed basis to meet the City's usage requirements.

Award of contracts may be to the lowest and best bidders in total or by individual category. Should the primary vendor fail to comply with the terms and conditions of this contract, the City reserves the right to award to the secondary vendor any individual category, if it is deemed to be in the best interest of the City, or a combination of the two in total or by individual category.

It is preferred, but not required, that the uniform supplier be located within Miami-Dade County, Monroe County, or Broward County, in order to save on delivery time and to maintain a high level of customer service for our program participants who will need additional uniforms on an as needed basis.

Vendor shall be prepared to accept additional orders up to single uniforms after the initial order is placed, produced, or shipped. The unit cost shall remain the same with no additional charge for setup or quantity breaks. Production and delivery of any additional order shall be completed within five (5) days, or sooner, upon receipt of order notification by the City of Miami Beach Parks and Recreation staff.

Listed below is the estimated annual contract amount of the three (3) bidders that are being awarded. The Bid total does not include any additional orders.

Matty's Sports Inc.: Line Items 1, 2, 4, and 5 in the amount of $28,860.50
Unicommerce: Line item 3 in the amount of $2,697.00
Riddell: Line item 6 in the amount of $8,742.00

BID PROCESS

The Bid was issued on December 8, 2011, with an opening date of January 6, 2012. A Pre-Bid conference was held December 22, 2011. Three (3) addendums were issued to provide additional information and to respond to all questions submitted by the prospective bidders, thus extending the bid opening due date to January 10, 2012.

Bidnet issued bid notices to 55 prospective bidders. Additionally, the Procurement Division sent the bid notices to another six prospective bidders. These notices resulted in receipt of six (6) bids from the following firms:

Matty's Sports, Inc.
Paradise Sunshine Development, Inc.
Riddell
Soccer Locker of Miami
Swago T- Shirts, Inc.
Unicommerce

Of the six (6) bids received, four (4) were deemed responsive, and two (2) were deemed non-responsive. The non-responsive bidders did not provide the correct proposal forms.

On January 17, 2012, the Procurement Division sent the bid submissions to the following individuals for evaluation:

Julio Magrisso, Parks and Recreation Department Assistant Director
Andrew Plotkin, Parks and Recreation Facilities Manager
Edith Guerra, Parks and Recreation Supervisor

The individuals evaluated the four (4) bids. The lowest and best total bid was submitted by Matty's Sports, Inc., but certain individual categories by this vendor were not the lowest. The Parks and Recreation Department stated that after reviewing the bids they are comfortable with awarding a contract to Matty's Sports, Inc. for the basketball, soccer, and baseball uniforms. The Department also decided to award a contract to Unicommerce for the flag football uniforms, and the program T-Shirts to Riddell, to take advantage of the lowest bid on those individual categories.

Matty's Sports, Inc.'s bid for the soccer and baseball uniforms was selected as the lowest bid submitted. They were selected due to the quality of their samples provided, which were to the exact specification requested by the Department. Matty's has been in business for over 23 years. Based on past experience, the Parks and Recreation Department is satisfied with their level of performance and quality of work.

Unicommerce currently has a contract with the City. The Parks and Recreation Department is satisfied with their level of performance and quality of work.

Riddell did submit the lowest bid for one line item and is being recommended for award. They stated they have a local Florida office and administrators, and are headquartered in Ohio.

Samples for the soccer uniforms submitted by Unicommerce and Swago T-Shirts, Inc. did not meet with specifications requested by the Parks and Recreation Department, and were of lower quality than the samples submitted by Matty's Sports. Therefore, they were deemed non-responsive.

The Bid (ITB) also requested pricing for softball uniforms to include Jersey, shirts, visor, and socks. However, samples provided by bidders failed to meet the specifications established by Parks and Recreation Department. Request for Quotes will be issued and samples received will be evaluated for the aforementioned items, which total less than $2,000.00 per year.

CONCLUSION

Based on the analysis of the bids received, the Administration recommends that the City award contracts to the lowest and best bidders for line items 1 through 6 pursuant to Invitation to Bid (ITB) No. 07-11/12, for the Purchase and Delivery of Athletic Uniforms for the Parks and Recreation Department: Items 1, 2, 4, and 5 to Matty's sports, Inc.; Item 3 to Unicommerce, and Item 6 to Riddell, in the total estimated annual amount of $40,299.50.

SHADED AREAS DENOTE AWARDED VENDORS

		Unicommerce			Riddell		Matty's Sports Inc.	
Item	Description	Qty	Unit	Total	Unit	Total $	Unit	Total
1	Basketball Jersey							
	youth range (S-L)	200	15.99	3,198.00		N/A	12.95	2,590.00
	Adult range (S-L)	240	15.99	3,837.60		N/A	12.95	3,108.00
	Adult (XL-XXXL)	100	18.99	1,899.00		N/A	12.95	1,295.00
2	Female Jersey (100) XS-L	100	15.99	1,599.00		N/A	12.95	1,295.00
3	**Flag Football Jersey (300)**							
	youth range (S-L)	200	8.99	1,798.00		N/A	14.75	2,950.00
	Adult range (S-L)	100	8.99	899.00		N/A	14.75	1,475.00
4	Soccer uniforms Jersey & socks (850)							
	youth range (XS-L)					N/A	15.75	10,237.50
	Adult range (S-L)	Non-responsive				N/A	15.75	3,150.00
5	Baseball uniforms- shirts, hats, socks no pants	Non-responsive						
	youth range (S-M)					N/A	23.95	4,790.00
	Adult range (S-L)					N/A	23.95	2,395.00
6	T- Shirt approx 1200							
	youth range (S-L)	600	7.99	4,794.00	7.37	4,422.00	7.50	4,500.00
	Adult range (S-XXL)	600	7.99	4,794.00	7.20	4,320.00	7.50	4,500.00
GRAND TOTAL				$2,697.00		$8,742.00		$28,860.50

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