

EXECUTIVE SUMMARY

Recommendation to Approve Agreements 17-144N - School Uniforms (Elementary & Middle Schools)

This Request for Proposal (RFP) allows parents to purchase uniforms for mandatory uniform programs, unified dress code programs, and traditional school uniforms from a pool of qualified vendors for elementary and middle schools. This RFP includes but is not limited to pleated skirts, jumpers, skorts, culottes, crewneck shirts, etc. in children and adult student sizes. The solicitation for this RFP ran from May 2, 2017 through June 7, 2017. Two hundred and twenty-three (223) vendors were notified, twenty (20) vendors downloaded the RFP, and two (2) proposals received before opening.

This request is to approve the recommendation to award RFP 17-144N for two (2) years and eleven (11) months, from September 7, 2017 through August 31, 2020, with an option to renew for two (2) additional one-year periods. The District also reserves the right to increase the pool of qualified companies each subsequent year of the term of the contract, if deemed necessary. The funding for the services procured under this RFP will come from parents/guardians and students. There is no financial impact to the District.

An evaluation meeting was conducted on June 19, 2017, consisting of three (3) members; and based on the requirements of the RFP, Procurement & Warehousing Services (PWS) is recommending to award the two (2) proposers listed below. A minimum score of sixty (60) points or higher was required for the award, and these proposers have met or exceeded that threshold.

- ❖ Carlyn International Corporation **
- ❖ Planet T Uniforms

** Certified Small/Minority/Women Business Enterprise vendor

Whenever PWS releases a solicitation, our intent is to receive as many proposals as possible to facilitate competitively priced products/services. Upon release of this RFP, all vendors previously awarded were sent individual notifications. Of the previously awarded vendors, Carlyn International Corporation was the only vendor that submitted a proposal. However, based on sales data submitted by them, it appears they were the primary source of providing these items throughout the District, see highlights below.

The previous solicitation 11-044V started on June 21, 2011, and expired on October 27, 2016, with four (4) awarded vendors. The delay in the release of the new RFP was due to a thorough assessment of the bid to ensure it was fulfilling the needs of the District. This included a review/update of bid specifications and requesting sales data that illustrates the usage of the bid throughout the District.

During the lapse, services were procured using the process of requesting quotes from multiple vendors where applicable. Also, PWS has continuously engaged with the schools to ensure orders complied with our policies.

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FULL LIST OF UNIFORMS AND SIZES INCLUDED

SIZES

Children' Size 2T-16

Adult Sizes

PRODUCTS

Pleated Skirts

Jumper

Skorts

Shorts

Culottes

Pants

Crewneck Shirt without pockets

Oxford Shirt, Short Sleeve

Oxford Shirt, Long Sleeve

Peter Pan Blouses

Knit Polo Shirt, Plain

Knit Polo Shirt, Stripes

Crewneck Shirt with pockets

CARLYN INTERNATIONAL CORPORATION - SALES DATA (2011 TO 2016)

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>TOTAL</u>
JANUARY	7,704.01	9,501.86	8,323.80	7,554.84	4,659.18	6,232.37	43,976.06
FEBRUARY	5,849.81	6,875.85	7,710.00	7,808.13	4,077.57	4,799.65	37,121.01
MARCH	4,527.35	5,331.00	6,332.66	5,228.74	6,436.57	5,236.00	33,092.32
APRIL	3,289.69	3,840.00	6,261.05	3,822.57	3,595.64	3,533.95	24,342.90
MAY	6,372.53	3,081.25	10,094.95	1,502.13	1,862.08	2,294.58	25,207.52
JUNE	4,410.95	2,007.27	4,753.52	3,669.68	3,902.89	2,549.76	21,294.07
JULY	20,294.09	31,538.80	31,638.48	16,550.29	10,161.00	10,069.34	120,252.00
AUGUST	135,203.53	134,555.23	102,621.54	78,087.73	81,283.19	80,275.62	612,026.84
SEPTEMBER	12,623.43	8,903.00	12,961.40	11,131.14	17,965.35	17,264.07	80,848.39
OCTOBER	9,897.45	8,401.91	4,795.21	5,677.62	7,948.31	6,673.92	43,394.42
NOVEMBER	3,778.18	5,007.96	6,568.95	2,457.85	4,990.71	2,404.55	25,208.20
DECEMBER	3,043.15	2,986.25	3,596.34	1,709.86	4,109.00	3,531.09	18,975.69
	216,994.17	222,030.38	205,657.90	145,200.58	150,991.49	144,864.90	1,085,739.42