

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 8/10/2022

**Staff Report No.** 16-057d

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**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** Service Wear Apparel Uniform Contract

### ACTION ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider authorizing the General Manager to enter into a one-year agreement with two (2) one-year options with Service Wear Apparel.

**STRATEGIC IMPORTANCE:**

Goal - High-Performing Workforce  
Initiative - Service Quality

This service provides the District with high quality professional uniforms for its bus operators. It is essential to the level of service and the overall perception of the District that the uniforms be extremely high quality.

**BUDGETARY/FISCAL IMPACT:**

The total expected cost for Service Wear Apparel is estimated at \$809,670 per year or \$2,429,010 during the total 3-year contract and will be included in the annual operating budget.

**BACKGROUND/RATIONALE:**

In 2017, the District entered into a three (3) year contract with Service Wear Apparel (SWA) to provide uniforms for bus operators, dispatchers, and supervisors. This contract was based on the solicitation and resulting agreement awarded by Region 4 (State-wide Texas Educational Organization) and the National Intergovernmental Purchasing Alliance/The Cooperative Purchasing Network (National IPA/TCPN).

On April 28, 2021, the Board approved a one (1)-year single-source contract (SR 16-057c) allowing the District time to gather more information from the operators regarding their evolving uniform needs and potentially source these services from the open market. This current contract with Service Wear Apparel will expire on October 31, 2022. This contract superseded the agreement from 2017 (mentioned above). This interim contract allowed the Transportation Department time to finalize the operator and supervisor uniform satisfaction survey which was reviewed by the Uniform Committee. Based upon the feedback from the survey, Service Wear Apparel took a proactive approach to address concerns. Service Wear Apparel continues to demonstrate their ability to provide the full uniform services for the needs of the District during the pandemic.

In June 2021, Region 4 & National through IPA/TCPN concluded a new solicitation for national uniform contractors, and Service Wear Apparel was awarded a new contract for three (3) years with two (2) one (1)-year options. This solicitation process was conducted in an open, competitive, and fair process, meeting the standards of the District's Procurement Department for piggyback contracting. The District is satisfied with the level of service from Service Wear Apparel and desires to continue working with the organization for sake of timeliness, continuity of services and overall professionalism of the vendor.

Staff recommends contracting with Service Wear Apparel for a new one (1)-year agreement from November 1, 2022 to October 30, 2023 plus two (2) one (1)-year options.

**ADVANTAGES/DISADVANTAGES:**

The advantage of contracting with Service Wear Apparel is the provision of higher quality uniforms for employees at more reasonable prices. Through the new cooperative, a dedicated customer service team specific to Region 4 & National IPA/TCPN participants was introduced along with added services such as hemming at no charge, and the ability to purchase specialty goods.

**ALTERNATIVES ANALYSIS:**

Alternatively, the District could seek to amend the current contract with Service Wear Apparel, however, this would require a significant update of terms and conditions and potentially higher costs than the new agreement through the cooperative (National IPA/TCPN). The District could also issue a new solicitation however, this alternative would require significant time for all stakeholders to be involved and provide input.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Staff Report 16-057b  
Staff Report 16-057c  
Board Policy 465 - Procurement Policy

**ATTACHMENTS:**

None

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**Approved/Reviewed by:**

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