

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JEFF TIBBETTS, DEPUTY DIRECTOR
RECREATION AND PARKS DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT
AUTHOR, AMY CARTER, BUYER
FINANCE DEPARTMENT
SUBJECT: FOURTH AMENDMENT TO GENERAL SERVICES AGREEMENT
F001904 TO EXTEND THE TERM OF THE CONTRACT AND
INCREASE COMPENSATION WITH SONOMA DESIGN
APPAREL AND PROMOTIONS, INC. FOR TEMPORARY STAFF
UNIFORMS AND CAMP/SPORTS APPAREL

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Recreation and Parks and Finance Departments that the Council, by resolution, approve the Fourth Amendment to General Services Agreement Number F001904 with Sonoma Design Apparel and Promotions, Inc., Santa Rosa, California for temporary staff uniforms and camp/sports apparel, for an additional one-year term and increase compensation in the amount of \$29,350, for a total amount not to exceed \$115,350.

EXECUTIVE SUMMARY

The City of Santa Rosa Recreation and Parks Department has a need for printed and embroidered apparel for temporary staff uniforms, seasonal camps, sports programs, lifeguards, and volunteers.

BACKGROUND

On January 24, 2019, the City Purchasing Agent approved General Services Agreement number F001904 for a one-year term with four (4) one-year extension options in the amount of \$35,000 to Sonoma Design Apparel and Promotions, Inc., Santa Rosa, California.

On December 18, 2019, the City Manager approved the First Amendment for a one-year term extension and increase in compensation in the amount of \$24,000.

FOURTH AMENDMENT TO GSA F001904 – SONOMA DESIGN APPAREL AND PROMOTIONS, INC.
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On December 28, 2020, the City Manager approved the Second Amendment for a one-year term extension and increase in compensation in the amount of \$13,500.

On January 27, 2022, the City Manager approved the Third Amendment for a one-year term extension and increase in compensation in the amount of \$13,500.

The contractor provides all qualified labor, equipment, and transportation necessary to provide printed and embroidered apparel services and continues to provide satisfactory services.

PRIOR CITY COUNCIL REVIEW

Not applicable

ANALYSIS

Sonoma Design Apparel and Promotions, Inc., agreed to amend the contract to extend for an additional one-year term with a 10% increase in contract pricing. The current Producer Price Index (PPI) indicates a 12.9% increase for screen printing and apparel. Based on the current PPI price data, staff concludes that it is in the City's best interest to extend the contract with Sonoma design Apparel and Promotions, Inc.

With approval of the Fourth Amendment, the cumulative amount of General Services Agreement number F001904 will be \$115,350. Under the City's Contract/Purchase Order Modification Policy III-9, the Fourth Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense have been allocated in the Fiscal Year 22-23 adopted budget within the Recreation and Parks Departments' operating budget, and as a regular operating expenditure and are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

NOTIFICATION

Not Applicable.

ATTACHMENTS

- Resolution/Exhibit A – Fourth Amendment

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