

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: SCOTT WAGNER, CHIEF FINANCIAL OFFICER
SUBJECT: APPROVAL OF THIRD AMENDMENT TO BLANKET PURCHASE
ORDER 170868 WITH SONOMA DESIGN APPAREL AND
PROMOTIONS, INC.

AGENDA ACTION: MOTION

RECOMMENDATION

The Recreation Division of Housing and Community Services and Finance Departments recommend that the Council, by motion, approve the Third Amendment to Blanket Purchase Order Number 170868 with Sonoma Design Apparel and Promotions, Inc., Santa Rosa, California, to extend the term and increase compensation in the amount of \$75,000, for a total amount not to exceed \$146,026.64, and authorize the Purchasing Agent to execute the changes to the Blanket Purchase Order. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

The Purchasing Division of Finance received a request from the Recreation Division of Housing and Community Services Department to extend the term and increase compensation to Blanket Purchase Order Number 170868 in the amount of \$75,000 for printed and embroidered apparel for seasonal staff uniforms for use by seasonal camps, sports programs, lifeguards, and volunteers.

GOAL

This item relates to Council Goal Item #5 for core service and the department's ongoing need for seasonal staff and camp employee uniforms.

BACKGROUND/PRIOR COUNCIL REVIEW

The Recreation Division of Housing and Community Services Department has an ongoing need for printed and embroidered apparel for seasonal staff uniforms, seasonal camps, sports programs, lifeguards, and volunteers.

APPROVAL OF THIRD AMENDMENT TO BLANKET PURCHASE ORDER 170868
WITH SONOMA DESIGN APPAREL & PROMOTIONS INC
PAGE 2 OF 3

On December 5, 2023, the Purchasing Agent, by signature, approved bid award of RFQ 23-67 to Sonoma Design Apparel & Promotions, Inc. and issuance of Blanket Purchase Order Number 170868 in the amount of \$36,950.

On March 20, 2024, the Purchasing Agent, by signature, approve the First Amendment to increase compensation in the amount of \$12,944.64.

On February 12, 2025, the City Manager, by signature, approved the Second Amendment to extend the term and increase compensation in the amount of \$21,132.

ANALYSIS

The Recreation Division of Housing and Community Services Department requested to increase compensation in the amount of \$75,000 for ongoing services through the end of the contract term, January 31, 2026.

- BPO 170868 expires on January 31, 2026, and has two (2) one-year extension options available.
- Sonoma Design Apparel & Promotions, Inc. provided the City with an extension proposal that reflects a 2.7% increase in pricing.
- The current Producer Price Index (PPI) PCU4243 for San Francisco/Oakland/San Jose indicates a 4.6% increase on apparel.
- Based on the current PPI price data, staff concludes that it is in the City's best interest to extend the blanket purchase order with Sonoma Desing Apparel & Promotions, Inc.

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a "project" subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

APPROVAL OF THIRD AMENDMENT TO BLANKET PURCHASE ORDER 170868
WITH SONOMA DESIGN APPAREL & PROMOTIONS INC
PAGE 3 OF 3

ATTACHMENTS

Not applicable.

PRESENTER(S)

Jennifer Myles, Purchasing Agent