


### CITY COUNCIL ACTION REQUEST

<b>Department(s)</b> Finance	<b>CEQA</b> Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	<b>Coordination</b> City Attorney's Office; City Manager's Budget Office; Parks, Recreation, and Neighborhood Services Department	<b>Dept. Approval</b>  /s/ Drew Corbett
<b>Council District(s)</b> Citywide			<b>CMO Approval</b>  12/4/24

**SUBJECT: Actions Related to the Purchase Order with GPS Services, LLC dba Vineyard Unlimited for Promotional Items and Apparel**

#### RECOMMENDATION

Adopt a resolution authorizing the City Manager or her designee to exercise up to two additional one-year options to extend the term of the purchase order with GPS Services, LLC dba Vineyard Unlimited (San José, CA) for promotional items and apparel, with the last option ending on or about December 31, 2026, subject to the appropriation of funds.

#### BASIS FOR RECOMMENDATION

The Parks, Recreation, and Neighborhood Services Department (PRNS) has approximately 1,600 employees. Roughly 90% of PRNS staff members work directly with the public at community centers, recreation sites, and park facilities by providing general park maintenance, safety, and youth intervention program-related services. PRNS requires apparel for staff and program participants. Various apparel items are needed for the identification, safety, and visibility of staff and PRNS program participants.

In November 2021, a competitive Request for Quotes was released by the Finance Department to procure these products. The Request for Quotes provisioned for a one-year initial term and an additional four one-year options for the City to extend the term. Two responsive bids were submitted, and no protests were received. Both vendors qualified for the City's local business and small business preferences. Staff awarded to GPS Services, LLC dba Vineyard Unlimited as the lowest priced, responsive, and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(1) under the City Manager's authority. The initial term was from January 1, 2022 to December 31, 2022. Option terms one (1/1/2023-12/31/2023) and two (1/1/2024-12/31/2024) have been executed. This request is for the authority to execute the last two options, as the additional options exceed the \$1.43 million City Manager's authority limit. The option period for January 1, 2025 to December 31, 2025 is estimated to have a total cost not-to-exceed \$500,000, and future options would be subject to appropriation. Approval of this recommendation will ensure the City continues to receive these essential products with minimal impact to operations.

#### COMMISSION RECOMMENDATION AND INPUT

There is no commission recommendation or input associated with this action.

#### COST AND FUNDING SOURCE

The recommended action relating to this purchase order of \$500,000 will be funded by the PRNS Non-Personal/Equipment and Fee Activities in the General Fund.

**FOR QUESTIONS CONTACT:** Albie Udom, Deputy Director of Finance- Purchasing and Risk Management, at [Albie.Udom@sanjoseca.gov](mailto:Albie.Udom@sanjoseca.gov).