



City Hall, 215 Sycamore St.
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HUMAN RESOURCES

To: Gregg Mandsager, City Administrator
From: Stephanie Romagnoli, Human Resources Manager
Date: August 3, 2015
Re: Uniform Contract

Staff has been reviewing the current uniform program and requested bids from a variety of vendors.

Bids to provide uniform items were sought and five responses were received. Phelps provided the low bid and is able to provide all of the requested clothing items.

Employees who are required to wear a uniform are provided an allowance amount (\$250 annually) and are able to order clothing within this allowance.

At this time, I am requesting City Council's approval to approve a three year contract with Phelps. If you have any questions or require additional information, please let me know.

CONTRACT FOR PURCHASED UNIFORMS

FOR THE CITY OF MUSCATINE

THIS AGREEMENT is made and entered into in duplicate this 6TH day of August, 2015, by and between PHELPS, THE UNIFORM SPECIALISTS, and THE CITY OF MUSCATINE.

WITNESSETH:

WHEREAS, the contract for purchased uniforms will be in effect from August 7, 2015 to June 30, 2018.

WHEREAS, there will be no price increase during this contract.

WHEREAS, the prices provided are inclusive of costs for shipping and application of the City of Muscatine logo.

WHEREAS, termination of this contract may be done by either party. A thirty (30) day notice is required if the contract is terminated.

WHEREAS, the Vendor will provide the following clothing options in agreed upon colors, styles, and brands as follows:

1. Crew neck sweatshirt – (screen printed)
2. Hooded Pullover Sweatshirt - (screen printed)
3. Zip Up Hooded Sweatshirt - (screen printed)
4. Baseball style jacket – (embroidered)
5. Polo Shirt – men’s and women’s styles (embroidered)
6. Oxford Shirt – long and short sleeve in men’s and women’s styles
7. Tee Shirt DOT Class II Reflective Tee Shirt in performance material (no logo)
8. Short sleeve Tee shirt in the following options (screen printed):
 - a. 50/50 blend with and without pocket
 - b. 100% cotton with and without pocket
 - c. Performance Material

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed this day 6th of August, 2015.

CITY OF MUSCATINE
215 Sycamore St.
Muscatine, IA 52761

Signature

SERVICE PROVIDER
Address: _____

Signature

Title