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HUMAN RESOURCES

To: Gregg Mandsager, City Administrator
From: Stephanie Romagnoli, Human Resources Manager
Date: March 10, 2011
Re: Uniform Contract

With the expiration of the uniform contract with Phelps at the end of the current fiscal year, staff has been reviewing the current uniform program. Both the uniform committee and the labor management committee have participated in this process. The process was reviewed with the goals of providing a more uniform and recognizable appearance in the community and providing this benefit in a more cost effective manner. At this time, the uniform committee is making the following recommendations:

- Uniforms will consist of blue jeans and gray shirts with the City logo embroidered on the left breast. The employees will also have the option for a blue jacket or a blue or gray sweatshirt. Those employees required to wear DOT safety shirts will continue to wear the safety green shirt. All employees who wear uniforms will wear the same color scheme. There will no longer be a differentiation between supervisory and non-supervisory staff.
- The committee is also recommending a change from rental uniforms to purchased uniforms. Each employee will be provided an allowance of \$350 in the first year to purchase the necessary clothing items. It is expected an allowance of \$275-\$300 dollars will be provided in subsequent years. The total cost is estimated to be about \$23,000 for the first year.

Bids to provide uniform items were sought and two responses were received. Phelps, The Uniform Specialist were the lowest bidder for purchased items.

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

CONTRACT FOR PURCHASED UNIFORMS, MATS, TOWELS, AND MOPS

FOR THE CITY OF MUSCATINE

THIS AGREEMENT is made and entered into in duplicate this ____ day of _____, 2011, by and between PHELPS, THE UNIFORM SPECIALISTS, and THE CITY OF MUSCATINE.

WITNESSETH:

WHEREAS, the contract for purchased uniforms, mats, towels , and mops will be in effect from July 1, 2011 to June 30, 2014.

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

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

Purchased Uniform Items

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

1. Crew neck sweatshirt
2. Hooded Pullover Sweatshirt
3. Zip Up Hooded Sweatshirt
4. Baseball style jacket
5. Polo Shirt
6. Tee Shirt DOT Class II Reflective Tee Shirt
7. Short sleeve Tee shirt
8. Jeans in straight and carpenter styles
9. Blue pants in cargo style
10. Blue shorts available in straight and cargo styles

The Vendor will provide rental and cleaning of mats, towels, mops for the various buildings in the City of Muscatine listed as follows:

1. Water Pollution Control Plant
2. Weed Park
3. Soccer Complex
4. Kent Stein Park
5. Golf Course
6. Cemetery
7. Library
8. City Hall
9. Public Works
10. Public Safety Building
11. Transfer Station

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 _____, of _____, 2011.

CITY OF MUSCATINE
215 Sycamore St.
Muscatine, IA 52761

Signature

SERVICE PROVIDER
Address: _____

Signature

Title