

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

THROUGH: Sharon G. Heider
Director of Community Services

Bradley A. Johnson, P.E.
Director of Asset Management

FROM: Mike Bandelin
Diamond Peak Ski Resort General Manager

SUBJECT: Review, discuss and possibly award a Procurement Contract for the Manufacturing and Delivery of Diamond Peak Staff Outdoor Uniforms; 2016/2017 Capital Improvement Project: Fund: Community Services; Program: Ski; Project # 3499OE1205; Vendor: Pacific Crest Uniform Company dba Mountain Uniforms in the amount of \$115,983

STRATEGIC PLAN: Long Range Principle #2 – Workforce
Long Range Principle #4 – Service
Long Range Principle #5 – Assets & Infrastructure

DATE: March 10, 2017

I. RECOMMENDATION

Staff recommends that the Board of Trustees makes a motion to:

1. Award a procurement contract to Pacific Crest Uniform Company dba Mountain Uniforms totaling \$115,983 for the manufacturing and delivery of Staff outdoor uniforms to Diamond Peak Ski Resort.
2. Authorize Staff to execute all purchase documents based on a review by General Counsel and Staff.

Review, discuss and possibly award a -2-
Procurement Contract for the Manufacturing and Delivery
of Diamond Peak Staff Outdoor Uniforms
– 2016/2017 CIP Project: Fund:
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II. DISTRICT STRATEGIC PLAN

Long Range Principle #2 – Work Force – The District will attract, maintain, and retain a highly qualified, motivated, and productive workforce to meet the needs of District venues.

- The District will continue to provide a safe environment and continue to strive for low workers compensation incidents.

Long Range Principle #4 – Service – The District will provide superior quality service and value to its customers considering responsible use of District resources and assets.

- The District will utilize best practice standards for delivery of services.

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, procure, expand, and construct District assets to ensure safe and accessible operations for the public and the District's workforce.

III. BACKGROUND

The general purpose of this project is to maintain District operations through the necessary maintenance and replacement cycles. The contract proposed for award addresses the end of life cycle replacement of the outdoor uniforms utilized by Diamond Peak Staff. The jackets, pants, and mid-layers proposed for purchase are critical to providing Diamond Peak on-mountain staff (primarily Ski School and Mountain Operations) with protection from the cold temperatures and inclement weather conditions they are required to work in. Additionally, the uniforms are critical to allowing customers to identify Diamond Peak Staff on the mountain and ensuring Staff maintains a consistent and professional appearance.

The current inventory of outdoor uniforms was purchased in 2012 and has been utilized for five seasons. Over the course of District operations, the normal

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outdoor uniform replacement cycle has been extended from three seasons to four seasons due to improvements in materials and quality of manufacturing in the industry. At the end of the 2015/2016 season, the District opted to stretch this replacement cycle to five years but has found that the uniforms are beginning to break down, no longer provide sufficient protection from the elements, and no longer meet condition and aesthetic expectations.

The proposed contract will provide a new inventory of 335 jackets, 335 pants, and 366 mid-layer jackets (ranging in size from extra small to double extra large). Delivery is guaranteed by November 15, 2017, the uniforms come with a one year manufacturer's warranty, and the contract guarantees availability of replacement stock in the same style and colorway for a four year period.

The proposed contract represents an increase in the outdoor uniform inventory from 260 sets of jackets and pants and 275 mid-layer jackets. This is to provide an adequate inventory to meet periods of peak on-mountain staffing, ensure sufficient stock in all size ranges, and to have a reasonable quantity of on-hand spares to replace uniforms damaged during the season. While the contract guarantees availability of replacement stock for four years, on-hand spares are necessary due to the long lead time required for replacement orders.

IV. BID RESULTS

The District publicly advertised this project for bidding and specifications were sent out to seven potential bidders. Three bids were received and opened on March 9, 2017. The bid results are as follows:

Vendor	Total Bid Amount
Mountain Uniforms	\$115,983
Descente	\$155,809
Schure Sports	Non-Responsive

Schure Sports' bid was deemed non-responsive for failure to submit physical product samples as required in the bid specifications as well as failure to meet bid specifications for uniform colors and mid-layer construction and design details.

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The low responsive bidder is Mountain Uniforms. District Staff reviewed the bid and checked references for the vendor and has recommended award of this procurement to Mountain Uniforms. Mountain Uniforms successfully supplied the current inventory of uniforms in 2012 and have met District operating and performance expectations. Additionally, Mountain Uniforms is based in Incline Village and the company principals are residents.

V. FINANCIAL IMPACT AND BUDGET

A total of \$113,500 is included in the 2016/2017 Capital Budget for the purchase of the proposed outdoor uniforms (see attached data sheet). The purchase price proposed for award totals \$115,983 which is \$2,483 over the budgeted amount. The amount over the allocated budget is anticipated to be offset by savings from 2016/2017 capital projects at Diamond Peak that have been completed under-budget or could be provided for by utilizing available fund balance within the Community Services Fund.

VI. ALTERNATIVES

Defer or eliminate replacing the Diamond Peak Staff outdoor uniforms and accept the inadequate condition provided by the current inventory. Doing so will reduce the District's ability to provide adequate equipment to allow on-mountain Staff to complete their jobs and will result in an impact to the customer experience as well as the quality of Diamond Peak's brand.

VII. COMMENTS

As the District has practiced in the past, the retired uniforms will be collected, packaged, and delivered to the National Ski Areas Association, working in cooperation with the Sharing Warmth Around The Globe (SWAG) program. The SWAG program collects retired uniforms and garments from ski resorts, shipping and distributing them outside of the United States to cold weather countries in order to provide to individuals in need of warm clothing.

VIII. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



Project Summary

Project Number:	3499OE1205	
Title:	Replace Staff Uniforms	
Asset Class:		
Division:	99 - General Administration	
Budget Year:	2017	
Scenario Name:		Active: Yes
Budget Status:	Data Entry	
Locations:		
Project Something:	OE - Office Equipment	

Project Description				
Diamond Peak Staff uniforms, consisting of a Jacket, Pant and Mid-layer. Quantities to include 260 sets, plus 15 additional Mid-layers. Each individual piece to include Diamond Peak logo. Specification to include adequate tear proof, waterproofing and generally durability to remain in service four(4) years. Supplier to provide assurance of availability of replacements for 4 years.				
Project Internal Staff				
Each year staff assesses condition of uniforms, including reconciling the counts with employee's returning issued garments. Uniforms are cleaned and stored for the off-season.				
Project Justification				
Staff uniforms have been extended from their previous expected life of 3 years to an expected life of 4 years due to the improvements in materials and quality of manufacturing that we have seen in recent years.				
Forecast				
Budget Year	Total Expense	Total Revenue	Difference	
2017				
Uniforms	113,500	0	113,500	
Year Total	113,500	0	113,500	
2020				
Uniforms	160,000	0	160,000	
Year Total	160,000	0	160,000	
	273,500	0	273,500	
Year Identified	Start Date	Project Partner	Manager	Est. Completion Date
2012	Mar 5, 2012		Ski Resort General Manager	Dec 1, 2012