

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
 For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
 _____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: January 9, 2024 (COW)(B of T)

TITLE: Motion to Waive Bids and Approve Purchasing Clothing and Uniform Items from The Locker Shop/UAS, a division of On Time Embroidery Inc., for the Fire Department in an amount not-to exceed \$62,550.00.

SUBMITTED BY: Rick Sander, Fire Chief

FISCAL IMPACT:
 Amount Not-to-Exceed: \$62,550.00

Account: 73120 - Uniforms	2024 Budget - BOT Approved	
101.230.110 - General Fund, Fire, Administration	\$	2,300.00
101.230.210 - General Fund, Fire, Fire Prevention	\$	3,100.00
101.230.215 - General Fund, Fire, Fire & Rescue Operations	\$	55,850.00
101.230.220 - General Fund, Fire, Fire & Rescue Training	\$	300.00
101.230.225 - General Fund, Fire, Fire Investigation Unit	\$	1,000.00
Account 73120 Totals:	\$	62,550.00

BACKGROUND/POLICY IMPLICATIONS:
 The Fire Department purchases clothing and uniforms from The Locker Shop/UAS, a division of On Time Embroidery Inc., and is satisfied with the service, pricing, and convenience. Locker Shop/UAS offers an online ordering platform that allows Fire Department employees to order approved items from an online catalog. This process streamlines all aspects of the uniform ordering process.

RECOMMENDATION:
 Staff recommends the Village Board approve the purchase of clothing and uniforms items from The Locker Shop/UAS, a division of On Time Embroidery Inc., in an amount not-to-exceed \$62,550.00. These funds are provided for in the FY 2024 Budget.

Review (as necessary):

Village Attorney X _____ Date _____

Finance Director X _____ Date _____

Village Manager X RS _____ Date _____



To: Village President and Board of Trustees
Scott Niehaus, Village Manager

From: Rick Sander, Fire Chief

Date: January 9, 2024

Subject: Motion to Waive Bids and Approve Purchasing Clothing and Uniform Items from The Locker Shop/UAS, a division of On Time Embroidery Inc., for the Fire Department in an amount not-to-exceed \$62,550.00.

The Fire Department purchases clothing and uniforms from The Locker Shop/UAS, a division of On Time Embroidery Inc. and is satisfied with the service, pricing, and convenience.

The Locker Shop/UAS has a brick-and-mortar store located in Elk Grove Village, which allows the Village to send employees directly to the store to be measured and outfitted for their uniforms. Fire Department employees can bring items directly to the store for exchange and repair, and newly ordered items are delivered to the main fire station.

Locker Shop/UAS offers an online ordering platform that allows Fire Department employees to order approved items from an online catalog. This process streamlines all aspects of the uniform ordering process.

Locker Shop/UAS has provided quality products and excellent customer service to the Department and is the only local supplier that has an online ordering platform that meets the needs of the Fire Department.

Staff recommends the Village Board approve the purchase of clothing and uniforms items from The Locker Shop/UAS, a division of On Time Embroidery Inc., in an amount not-to-exceed \$62,500.00. These funds are provided for in the FY 2024 Budget.