

City and County of San Francisco

Uniforms, Garments and Footwear Program Overview & Instructions

Overview

Each year the City and County of San Francisco (City) spends hundreds of millions of dollars contracting with private sector contractors for the purchase or rental of goods. As a major purchaser of goods, the City must be cognizant of the labor conditions that may be supported by its actions as a major market participant. **As such, the City seeks to assure that the integrity of the procurement process is not undermined by contractors or subcontractors who engage in sweatshop practices such as abusive forms of child labor and slave labor.** To that end, SF Administrative Code Chapter 12U, also known as City's "Sweatfree Ordinance," requires that Contractors and Subcontractors comply with all human and labor rights and labor standards imposed by treaty or law on the country in which the Goods are made or assembled.

Chapter 12U applies to those contracts for garments and shoes with an amount greater than \$25,000 and having a term in excess of three months. The purpose of the City's Uniforms, Garments and Footwear Program Instructions is to ensure compliance with Chapter 12U, where applicable.

The purpose of this guide is to inform Departments how to purchase Uniforms, Garments and Footwear while complying with various City policies, including the use of Prop Q for non-recurring purchases only, Controller's policy to encumber funds for a purchase prior to making that purchase, and complying with City's Sweatfree Ordinance as applicable to purchases over \$25,000 and 3 months.

For additional information and forms applicable to the City's Uniforms, Garments and Footwear Program Instructions, please visit <https://sfgov.org/oca/citywide-uniforms-shoes-programs>.

Questions

For questions related to the purchase of Uniforms, Garments and Footwear, please contact:

Gloria Gill
Purchaser
City and County of San Francisco Office of Contract Administration
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Email: Gloria.Gill@sfgov.org

Appendices

- Appendix A: How to Purchase Uniforms, Garments and Footwear

Appendix A

How to Purchase Uniforms, Garments and Footwear

- (1) [One-Time, Non-Recurring Uniform, Garment and Footwear Transactions Less than or Equal to \\$10,000](#)
- (2) [One-Time, Non-Recurring Uniform, Garment and Footwear Transactions Greater than \\$10,000](#)
- (3) [Recurring, Quantifiable Uniform and Garment Transactions over \\$10,000 \(Not Applicable to Footwear\)](#)

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- (1) **One-Time, Non-Recurring Uniform, Garment and Footwear Transactions Less than or Equal to \$10,000:** For one-time, non-recurring Uniform, Garment and Footwear transactions under \$10,000, departments may issue a Purchase Order using Prop Q Departmental Delegated Purchasing Authority. Because these transactions are under \$25,000, they are not subject to the City's Sweatfree Ordinance, Chapter 12U. Departments should ensure they follow all guidelines outlined in the [CL-600: Prop Q Checklist \(7-21\)](#).

Alternatively, Departments may elect to tie these purchases to City's Uniform, Garments and Footwear contracts. If they do, the transactions will be subject to 12U because those contracts are subject to 12U. Further, the transaction must be processed through OCA in the manner outlined in Subsection (2) below.

What are "Non-Recurring" Transactions:

In general, Prop Q should not be used for "recurring" transactions. Departments are asked to exercise good judgment when determining if a transaction is "recurring" or "non-recurring". For Uniforms, Garments and Footwear, "recurring" purchases are generally those purchases the department can *reasonably* consolidate, quantify and plan in advance for the purpose of creating a multi-year contract. If a department cannot *reasonably* consolidate, quantify and plan in advance certain recurring purchases, then it can consider them to be "non-recurring".

Cumulative, Non-Recurring Transactions Less than or Equal to \$10,000 over a Single Fiscal Year: If transactions deemed "non-recurring" based on the above guidance are cumulatively less than or equal to \$10,000 for any fiscal year, departments may, at their option, issue a blanket Prop Q Purchase Order to cover the purchases for any single fiscal year. This option will ensure funds are always encumbered prior to the purchase of goods, as required by City policy, for those instances where employees are permitted to select Uniforms, Garment and Shoes on an as-needed basis by directly communicating with a particular supplier.

Multiple, Successive Prop Q Purchase Orders in a Single Fiscal Year: Departments may issue *multiple, successive* Prop Q POs in accordance with the above guidelines so long as: (A) they are for purchases that are not being *deliberately* broken up to remain under \$10,000 (ie "order-splitting") and (B) the department cannot reasonably consolidate, quantify and plan in advance for the purpose of entering into a multi-year contract.

(2) One-Time, Non-Recurring Uniform, Garment and Footwear Transactions Greater than \$10,000: For one-time Uniform, Garment and Footwear transactions over \$10,000, OCA shall issue a one-time PO after the following steps are completed:

a. **Department Completes Bid Sheet.**

- i. **Bid Sheets:** The department shall begin the process by completing the departmental portion of the “Uniform and Garments Bid Sheet” or “Footwear Bid Sheet” (found [here](#)), as applicable, and emailing it to the department’s assigned OCA purchaser and Gloria Gill at Gloria.Gill@sfgov.org.

b. **OCA Conducts a Solicitation.**

- i. **Solicitation Initially Limited to City’s Uniforms, Garments and Footwear Suppliers:** OCA will first solicit from City’s competitively selected Uniforms, Garments and Footwear suppliers, identified below. Because each Supplier has been issued a contract with a value greater than \$25,000 and 3 months, their contracts are subject to 12U. Therefore, OCA will conduct Sweatfree analysis as applicable to each request for bids when using these contracts.

City Contracts for Uniforms and Garments			
Supplier	Supplier ID	Master Contract ID	Supplier Contact Info
Banner Uniform	0000003391	0000000006	Frank Skubal 415-771-5593 frank@banneruniform.com Elizabeth Versoza Mobile: 415-385-5118 Office: 415-771-5593 elizabeth@banneruniform.com
Muscatello’s	0000034482	0000000005	Brandon Walter 916-237-8969 Walter-Brandon@muscatellos.com Aggie Solis 859-800-1269 Solis-agueda@muscatellos.com
City Contracts for Footwear			
Supplier	Supplier ID	Contract ID	Supplier Contact Info
Banner Uniform	0000003391	1000019251	Frank Skubal 415-771-5593 frank@banneruniform.com
Beck’s Shoes	0000024488	1000019252	Brian Blumert 408-599-1601 bnbaumert@beckshoes.com
Shoe Depot, Inc.	0000011052	1000019248	Joey Khaleq 650-755-0556 shoedepot39@yahoo.com

- i. **Equal Substitutes (Uniforms and Garments Only, Not Applicable to Footwear):** Although departments may name products by brand, they must allow Suppliers to offer comparable equals for Uniforms and Garments. Equal substitutes are not required for Footwear. When offering equal substitutes, suppliers shall be asked to provide samples. If a department determines a comparable substitute is not equal or acceptable, OCA will require the department to complete the “Uniforms and Garments Comparable Equal Not Acceptable Worksheet” (found [here](#)).

- ii. **Solicitation to Suppliers Other than City's Uniforms, Garments and Footwear Suppliers:**
If City's competitively selected Uniforms, Garments and Footwear suppliers are not able to provide the Uniforms, Garments and Footwear being requested, OCA will conduct a solicitation to other suppliers following standard procurement rules and applying Sweatfree analysis if the transaction is greater than \$25,000 and greater than 3 months.

- c. **Department Submits a Requisition in PeopleSoft.** Once OCA has completed its bid evaluation, the department will be provided with the awarded quote which it can use to submit a Requisition to OCA. OCA will review and approve the Requisition and issue a Purchase Order.

(3) Recurring, Quantifiable Uniform and Garment Transactions over \$10,000 (Not Applicable to Footwear): For recurring Uniform and Garment transactions over \$10,000 which the department can reasonably quantify and plan in advance for the purpose of creating a multi-year contract, OCA shall issue a multi-year contract with a period of up to three years after the following steps are completed:

a. **Department Completes Bid Sheet.**

- i. **Bid Sheets:** The department shall begin the process by completing the departmental portion of the "Uniform and Garments Bid Sheet" or "Footwear Bid Sheet" (found [here](#)), as applicable, and emailing it to the department's assigned OCA purchaser and Gloria Gill at Gloria.Gill@sfgov.org.
- ii. **Sales Reports:** Departments are encouraged to request a sales report from their current supplier to ensure accurate estimates of the goods being requested.

b. **OCA Conducts a Solicitation.**

- i. **Solicitation Initially Limited to City's Uniforms and Garments Suppliers:** OCA will first solicit from City's competitively selected Uniforms and Garments suppliers, identified below. Because each Supplier has been issued a contract with a value greater than \$25,000 and 3 months, their contracts are subject to 12U. Therefore, OCA will conduct Sweatfree analysis as applicable to each request for bids when using these contracts.

City Contracts for Uniforms and Garments			
Supplier	Supplier ID	Master Contract ID	Supplier Contact Info
Banner Uniform	0000003391	0000000006	Frank Skubal 415-771-5593 frank@banneruniform.com Elizabeth Versoza Mobile: 415-385-5118 Office: 415-771-5593 elizabeth@banneruniform.com
Muscatello's	0000034482	0000000005	Brandon Walter 916-237-8969 Walter-Brandon@muscatellos.com A g g i e S o l i s 859-802-1269 Borrego-Norma@muscatellos.com

- iii. **Equal Substitutes:** Although departments may name products by brand, they must allow Suppliers to offer comparable equals for Uniforms and Garments. When offering equal

substitutes, suppliers shall be asked to provide samples. If a department determines a comparable substitute is not equal or acceptable, OCA will require the department to complete the “Uniforms and Garments Comparable Equal Not Acceptable Worksheet” (found [here](#)).

iv. **Solicitation to Suppliers Other than City’s Uniforms, Garments and Footwear Suppliers:**

If City’s competitively selected Uniforms and Garments suppliers are not able to provide the Uniforms and Garments being requested, OCA will conduct a solicitation to other suppliers following standard procurement rules and applying Sweatfree analysis if the transaction is greater than \$25,000.

- c. **OCA Creates a Contract in PeopleSoft.** Once OCA has completed its bid evaluation, OCA will create a contract in PeopleSoft. The Department may issue POs against the contract on an as-needed basis up to the contract not-to-exceed amount and duration.