



FORTY NINERS STADIUM MANAGEMENT COMPANY

Date: October 1, 2021

To: Jim Mercurio
Executive Vice President & General Manager

From: Jenti Vandertuig
Procurement Director

Subject: Recommendation for Award for Miscellaneous Acquisitions of Goods and Services

Recommend approval of the following acquisitions. An explanation and supporting documentation for each request has been provided with the recommendation.

1. Uniforms for Guest Services – (\$7,732.29)
2. Mats (\$71,273.75)
3. Window Tinting Services (\$9,425)

Submitted By: DocuSigned by:
Jenti Vandertuig
A4B5666F5BF147D... Date: 10/2/2021
Jenti Vandertuig, Procurement Director

Approved By: DocuSigned by:
Jim Mercurio
CC8F2EFA5F32465... Date: 10/2/2021
Jim Mercurio, Executive Vice President & General Manager

1. Uniforms for Guest Services

The Guest Services team are the first staff members at Levi's Stadium (Stadium) that any patron will interact with on event day, and the team that has the most interactions with these guests during the event. Guest Service Representatives (GSR) assist with ticket taking, way finding throughout the Stadium, ensuring guests are in their proper seat, and help provide excellent customer service by answering questions and proactively solving problems. This team is often seen as the face of the Stadium as they help guests who either are having difficulty navigating the Stadium or who need other assistance in the building. Acquisitions of uniforms for GSRs are required and included in the SCSA FY21/22 approved budget for Guest Services to operate throughout the year.

Stadium Manager stock up on shirts, pants and blazers worn by Guest Services Supervisors and staff, and periodically order additional items as needed. This following list of items is a purchase intended to replace old and worn-out uniforms that the staff currently have in order for us to ensure all staff are properly equipped.

Item	Description	Quantity
1	Sullivan Blazer, Grey Plaid, Size 40L	2
2	Sullivan Blazer, Grey Plaid, Size 44S	4
3	Sullivan Blazer, Grey Plaid, Size 44L	4
4	Sullivan Blazer, Grey Plaid, Size 46S	4
5	Sullivan Blazer, Grey Plaid, Size 48R	2
6	Sullivan Blazer, Grey Plaid, Size 48L	2
7	Sullivan Blazer, Grey Plaid, Size 50R	4
8	New Port Blazer, Grey Plaid, Size 16	2
9	Intaglio Suit Jacket, Vintage Khaki, Size 44 Regular	4
10	Intaglio Suit Jacket, Vintage Khaki, Size 46 Regular	3
11	Intaglio Suit Jacket, Vintage Khaki, Size 40 Long	2
12	Intaglio Suit Jacket, Vintage Khaki, Size 42 Long	2
13	Intaglio Suit Jacket, Vintage Khaki, Size 44 Long	4
14	Intaglio Suit Jacket, Vintage Khaki, Size 46 Long	1
15	Royal Oxford ML LS Shirt, white, 3233R, Size Large	4

16	Royal Oxford ML LS Shirt, white, 3233R, Size XL	4
17	Royal Oxford ML LS Shirt, white, 3235R, Size Large	6
18	Royal Oxford ML LS Shirt, white, 3235R, Size XL	6
19	Royal Oxford ML LS Shirt, white, 3237X, Size Large	4
20	Royal Oxford ML LS Shirt, white, 3237X, Size XL	4

Stadium Manager requested quotations from two suppliers, Cintas and Twin Hill, for the twenty items referenced above. Cintas provided a quotation for the Sullivan and New Port Blazers referenced in line items 1 through 8 above for \$3,797.98 excluding shipping and applicable sales tax. Twin Hill provided a quotation for items 9 through 20 above for \$3,367.29 inclusive of freight and applicable sales tax. The quotations from Cintas and Twin Hill are provided as supporting documentation.

Approval is sought to issue Purchase Orders as follows:

1. Purchase Order to Cintas for the purchase of Sullivan and New Port Blazers in the amount of \$3,797.98 plus freight and applicable sales tax for a total not to exceed amount of \$4,365.00.
2. Purchase Order to Twin Hill for the purchase of Intaglio jackets and Royal Oxford shirts in the amount of \$3,367.29.

The cost for this purchase is covered in the FY21/22 Stadium Operations Budget, Guest Services.

2. Mats

Stadium Manager has a need to procure mats for the Stadium. Entry mats need to be placed at Stadium entrances to help alleviate wet floor scenarios and provide safety to Stadium patrons. The SCSA Board approved the project as part of the FY21/22 SCSA Capital Expenditures, under General Building, Stadium and Event Spaces.

On September 17, 2021 Stadium Manager issued a Request for Quotation (RFQ) #10082 for Waterhog premier mats or an "equal" brand for the Stadium. The RFQ was emailed to four suppliers: Fastenal, Home Depot, Grainger and Palace Business Solutions. The RFQ closed on September 24, 2021 and three responses were received. The response from Grainger was incomplete. Fastenal was the lowest responsive and responsible offeror providing the products at a cost of \$65,313.86 inclusive of freight. The total amount inclusive of sales tax is \$71,273.75. The RFQ and responses received are provided as supporting documentation.

Approval is sought to issue a Purchase Order to Fastenal to procure Waterhog premier mats in the amount of \$71,273.75 inclusive of sales tax.

The cost for this purchase is covered in the FY21/22 SCSA Capital Expenditure Budget. The SCSA Capital Expenditure approved by the SCSA Board is \$78,750.

3. Window Tinting Services

Stadium Manager identified the need to install window shades and/or tint the windows to reduce the heat and glare to assist the dispatchers and command post operators working in the Command Center located at the 800 level in the Stadium. The SCSA Board approved the project as part of the FY21/22 SCSA Capital Expenditures, under General Building, Command Post Window Treatment.

On September 15, 2021 Stadium Manager issued Request for Quotation (RFQ) #10081 seeking quotations from offerors for a one-time furnish and installation of solar control film window treatment. The RFQ was emailed to three firms: Royal Glass Company, Pacific Glazing Contractors and Mission Glass Company. In addition to emailing the RFQ, Stadium Manager contacted the three firms to ensure that they received the RFQ. The RFQ closed on September 27, 2021. One response was received from Mission Glass Company to furnish and install the window treatment in accordance with the project specifications and terms for a total cost of \$9,425.00. The RFQ and response are provided as supporting documentation.

Approval is sought to issue an agreement with MGC DBA Mission Glass Company in the amount of \$9,425.

The cost for this purchase is covered in the FY21/22 SCSA Capital Expenditure Budget. The SCSA Capital Expenditure amount approved by the SCSA Board is \$16,800.