



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 4

**Agenda Date:** March 27, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for Lawn Equipment Parts & Service

**SUMMARY:**

This ordinance approves a contract with N & M James Enterprises, Inc. to provide lawn equipment parts and services to be utilized by Center City Development Operations (CCDO), Development Services (DSD), Parks and Recreation, Public Works (PW), San Antonio Fire Department (SAFD), and various other City Departments for an estimated annual cost of \$107,000, and an estimated total cost of \$535,000 beginning upon award through December 31, 2027, with the option for the City to renew for two additional, one-year periods. Funding is available from the General Fund FY 2025 Adopted Budget in the amount of \$24,000, from the Parking Operating and Maintenance FY 2025 Adopted Budget in the amount of \$1,500, and the Storm Water Operating FY 2025 Adopted Budget in the amount of \$31,000. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

This contract will provide for lawn equipment parts and services for various brands of lawn maintenance equipment such as mowers, edgers, and chain saws utilized by City departments for landscape maintenance throughout the City.

The City issued an Invitation for Bid (IFB) for “Annual Contract for Lawn Equipment Parts & Service” (IFB 6100018259) on June 26, 2024, with a submission deadline of July 17, 2024. The IFB was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential bidders. Three bids were received, and one bid was deemed nonresponsive for failure to meet bid requirements. N & M James Enterprises, Inc. met the published specifications and is recommended for award.

The initial term of the agreement will be for the period upon award by City Council through December 31, 2027; two, one-year renewal options at the City’s option will also be authorized by this ordinance.

**ISSUE:**

This contract will provide mower, edger, and chain saw parts and repair services to be utilized by the Center City Development Operations, Development Services, Parks and Recreation, Public Works, Fire, and various other City departments. These services are required for the repair of various brands of lawn equipment utilized in landscape maintenance throughout the City.

This contract is within the scope of the Small Business Economic Development Advocacy (SBEDA) Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

The recommended award is to the lowest responsive bidder, who is also a local business; therefore, application of the Local Preference Program was not required.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies or non-professional services contracts, so no preference was applied to this contract.

**ALTERNATIVES:**

Should this contract not be approved, foreseeable repairs for mower, edger, and chain saw parts would cause downtime for City lawn equipment. Departments would be required to issue purchase orders on an as needed basis to meet the demands, which would result in a higher cost and delay in repairing equipment.

**FISCAL IMPACT:**

This ordinance approves a contract with N & M James Enterprises, Inc. to provide lawn equipment parts and services to be utilized by Center City Development Operations (CCDO), Development Services (DSD), Parks and Recreation, Public Works (PW), San Antonio Fire Department (SAFD), and various other City Departments for an estimated annual cost of \$107,000, beginning upon award through December 31, 2027, with the option for the City to renew for two additional,

one-year periods for an estimated total cost of \$535,000. Funding is available from the General Fund FY 2025 Adopted Budget in the amount of \$24,000, from the Parking Operating and Maintenance FY 2025 Adopted Budget in the amount of \$1,500, and the Storm Water Operating FY 2025 Adopted Budget in the amount of \$31,000. Funding for subsequent years is contingent upon City Council approval of the annual budget.

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the departments' adopted budget approved by City Council. Purchases made by the departments are as needed and dependent on available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

This contract was procured on the basis of low bid and a Contracts Disclosure Form is not required.