



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 9

**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:**

3/27/2025 Annual Contracts

**SUMMARY:**

Approval of this ordinance awards two contracts and authorizes one amendment to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated annual amount of \$1,132,000. This ordinance provides the procurement of the following items, as needed, and dependent on the departments' available budget, for the term of the contracts:

- A. ODP Business Solutions, LLC for Office, Computer, Electronics, and Break room Supplies - Citywide, \$889,000 annually (1 contract, Citywide)
- B. Jimenez MotorSports, LLC dba BMW Motorcycles of San Antonio for San Antonio Police Department (SAPD) Motorcycle Parts and Labor, \$90,000 annually (1 contract, Police Department)
- C. Vrooz, Inc. for Amendment I to extend Annual Contract for Vrooz Catalog Management for the Finance Department, \$153,000 annually (1 contract amendment, Finance Department)

**BACKGROUND INFORMATION:**

The City of San Antonio utilizes annual contracts for procuring high volume repetitive purchases. Annual contracts are an efficient method of securing the best prices through volume purchasing and reducing large amounts of work related to the bid process. Utilization of annual contracts allows the City to procure numerous different commodities in support of the normal daily operations.

Procured on the basis of low bid

A. ODP Business Solutions, LLC for Office, Computer, Electronics, and Break room Supplies - Citywide, \$889,000 annually, beginning April 1, 2025 through March 31, 2028, with 3, 1-year renewal options – will provide departments with the purchase and delivery of a wide assortment of general office, break room, school and computer supplies as well as office equipment, calendars, planners and visual presentation aids for various departments and facilities throughout the City.

Procured on the basis of public health or safety

B. Jimenez MotorSports, LLC dba BMW Motorcycles of San Antonio for the San Antonio Police Department (SAPD) Motorcycle Parts and Labor, \$90,000 annually, beginning upon award through September 30, 2027, with 2, 1-year renewal options – will provide the Police Department with a certified contractor that will provide BMW Motorcycle parts, maintenance, and repair services for BMW motorcycles utilized by the Traffic Patrol Unit for general traffic safety and for traffic citation duties.

Amendment

C. Vrooz, Inc. for Amendment I to extend Annual Contract for Vrooz Catalog Management for the Finance Department, \$153,000 annually, beginning April 1, 2025 through March 31, 2028 – will provide the Finance Department's Procurement Division, with a three-year contract extension for the Vrooz Catalog + Marketplace Platform Software Subscription, to include annual maintenance, and product upgrades.

**ISSUE:**

These contracts and amendment represent a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by city departments in their daily operations.

A. ODP Business Solutions, LLC for Office, Computer, Electronics, and Break room Supplies - Citywide

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or woman-owned businesses available to provide these items.

In accordance with the Local Preference Program, no local preference was applied since the local bidder is not within 3% or 5% of the recommended lowest non-local bidder.

B. Jimenez MotorSports, LLC dba BMW Motorcycles of San Antonio for San Antonio Police Department Motorcycle Parts and Labor

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or woman-owned businesses available to provide these items.

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.

C. Vroozi, Inc. for Amendment I to extend Annual Contract for Vroozi Catalog Management for the Finance Department

The SBEDA program is not applicable to this amendment.

This contract amendment is an exception to the Local Preference Program.

Regarding all the contracts listed in this memo, the Veteran-Owned Small Business Preference Program does not apply to good/supplies or non-professional services, so no preference was applied to these contracts.

#### **ALTERNATIVES:**

Should these contracts and amendment not be approved, City departments will be required to process individual procurements for these items and services on an as needed basis and increased costs due to non-contract buying could be realized adversely affecting timelines of delivery.

#### **FISCAL IMPACT:**

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 upon available funds within their adopted budget.

#### **RECOMMENDATION:**

Staff recommends the acceptance of these contracts and amendment submitted through this ordinance to provide the City with specified services on an annual contract basis.

These contracts were procured on the basis of low bid, public health or safety and amendment; therefore, a Contract Disclosure Form is not required.