



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 8

**Agenda Date:** December 12, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Purchase of Trailers

**SUMMARY:**

This ordinance authorizes contracts with Nationwide Trailers, LLC; San Antonio Southwest Trailers; Verde Inc.; and Viking-Innovation, LLC, to provide twelve trailers for the Aviation, Historic Preservation, San Antonio Fire, and Parks & Recreation Departments for a total cost of \$179,235.00. Funded from the General Fund, Airport Operating & Maintenance Fund, 2022 Urban Area Security Initiative Grant, and 2022 State Homeland Security Program Grant.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action are the proposals submitted by Nationwide Trailers, LLC; San Antonio Southwest Trailers; Verde Inc.; and Viking-Innovation, LLC, to provide twelve trailers total: two trailers will be used by Aviation, one trailer will be used by Historic Preservation, six trailers will be used by Fire, and three trailers will be used by Parks & Recreation Departments. Nine trailers are fleet additions, and three trailers are replacements.

The six trailers for the Fire Department are purchased with 2022 Urban Area Security Initiative Grant and 2022 State Homeland Security Program Grant funds. One trailer is a replacement for

the Office of Historic Preservation and the remaining two replacements are for the Aviation Department, and three trailer are additions for the Parks & Recreation Department.

The City issued an Invitation for Bids (IFB) for “Purchase of Trailers” (IFB 6100017382) on September 18, 2023, with a submission deadline of October 4, 2023. 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 Respondents. Five proposals were received. Nationwide Trailers, LLC; San Antonio Southwest Trailers; Verde Inc.; and Viking-Innovation, LLC, are recommended for contract award based on the published specifications.

The initial term of the agreement will be for the period upon award by City Council and will terminate upon delivery of all goods ordered.

### **ISSUE:**

This ordinance approves the purchase of 12 trailers that will be used by Aviation, Historic Preservation, Fire, and Parks & Recreation Departments. These trailers transport skid steer loaders, front-end loaders, backhoes, materials for the medic program, and other cargo as needed for existing programs between City worksites. These trailers range from 16 ft. to 30 ft. in length to meet the hauling requirements of these departments.

The lifecycle of for these trailers is 120 months. The warranty for these trailers is 1 year.

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

Item(s): 1, 4, 6, 7, and 8: In accordance with the Local Preference Program, no local preference was applied since the local bidder is not within 5% of the recommended lowest non-local bidder.

Item(s): 2, 3, and 5: 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 contracts, so no preference was applied to this contract.

### **ALTERNATIVES:**

Should this ordinance not be approved, funds would be lost for six trailers if not purchased before the grant’s expenditure deadline of August 2024. There are no surplus trailers to reasonably and timely share between park locations for equipment transport. It would also be difficult for departments to find and rent replacement trailers which would be costly for the using departments.

**FISCAL IMPACT:**

This ordinance authorizes contracts with Nationwide Trailers, LLC; San Antonio Southwest Trailers; Verde Inc.; and Viking-Innovation, LLC, to provide twelve trailers for the Aviation, Historic Preservation, San Antonio Fire, and Parks & Recreation Departments for a total cost of \$179,235.00. Funding is available from FY 2024 Adopted Budget in the amount of

- \$73,745.00 from the General Fund
- \$41,570.00 from the Airport Operating & Maintenance Fund
- \$24,980.00 from the in the 2022 Urban Areas Security Initiative Grant and,
- \$38,940.00 from the State Homeland Security Program Grant.

**RECOMMENDATION:**

Staff recommends approval of this ordinance for acceptance of a contract with Nationwide Trailers, LLC; San Antonio Southwest Trailers; Verde Inc.; and Viking-Innovation, LLC, to provide twelve trailers for a total cost of \$179,235.00.

These contracts were procured by means of a low bid and a Contract Disclosure Form is not required.