



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: {{item.number}}

Agenda Date: November 30, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

11/30/2023 Annual Contracts

SUMMARY:

An ordinance awarding five contracts to provide the City with commodities and services on an annual basis for the term of the contracts, for an estimated annual cost of \$4,902,000. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the term of the contracts:

- A. Green Oasis, LLC for Indoor Plant Lease and Maintenance for San Antonio Airport System (SAIA); \$23,000 annually; \$115,000 contract period (1 contract, Aviation Department)
- B. Kinloch Equipment & Supply, Inc. for Elgin Sweeper Parts; \$59,000 annually (1 contract, Solid Waste Management Department)
- C. Nueces Farm Center Inc. for Diamond Z and Hamm Roller Parts; \$20,000 annually; \$60,000 contract term (1 contract, Solid Waste Management Department)
- D. Toter, LLC for Toter Refuse Containers & Replacement Parts; \$4,000,000 annually (1 contract, Solid Waste Management Department)
- E. Rehrig Pacific Company for Rehrig Refuse Containers & Replacement Parts, \$800,000 annually (1 contract, Solid Waste Management 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. Green Oasis, LLC for Indoor Plant Lease and Maintenance for San Antonio Airport System (SAIA), \$23,000 annually, \$115,000 contract period; upon award through September 30, 2026, with 2, 1-year renewal options – will provide the City of San Antonio Aviation Department Terminal A and Terminal B (TA & TB) and Rental Car Center (ConRac) leasing and maintenance of indoor plants. This will be a lease contract to provide all plants, growing materials, pots, decorative planters and plant maintenance for the purpose and duration of the contract.

B. Kinloch Equipment & Supply, Inc. for Elgin Sweeper Parts; \$59,000 annually; upon award through December 31, 2025, with a one-year renewal option – will provide the Solid Waste Management Department (SWMD), Fleet Operations Division, with parts for the repair of Elgin Sweepers. This contract will be utilized and maintained by department and will allow for the purchase of parts only for in-house repairs.

C. Nueces Farm Center Inc. for Diamond Z and Hamm Roller Parts; \$20,000 annually; \$60,000 contract period; upon award through December 31, 2025, with a one-year renewal option – will provide the Solid Waste Management Department (SWMD), Fleet Operations Division, with a contractor to furnish replacement parts for in-house repairs of Hamm Roller parts needed for equipment used in street repairs and construction of parking lots. This equipment is owned and operated by the City of San Antonio.

Procured on the basis of cooperative purchasing:

D. Toter, LLC for Toter Refuse Containers & Replacement Parts; \$4,000,000 annually; upon award through June 14, 2024 with four, one-year renewal options – will provide the Solid Waste Management Department (SWMD) with various sizes of roll-out carts for the collection of recyclables, organic materials, and refuse for the residents of San Antonio, including cart assembly, RFID Identification Tags, and spare parts. This contract will also allow for the purchase of replacement parts to repair carts that are no longer under warranty.

This contract is made in accordance with the national intergovernmental purchasing alliance company (Omnia Partners) program passed through Ordinance 2013-06-13-0414, dated 6/13/2013. This agreement will provide carts to the residents that receive automated collection service. This contract will also allow the City to keep an inventory of carts to replenish those that are lost, damaged, or stolen.

E. Rehrig Pacific Company for Rehrig Refuse Containers & Replacement Parts; \$800,000

annually; upon award through October 31, 2026 – will provide the Solid Waste Management Department (SWMD) with various sizes of roll-out carts for the collection of recyclables, organic materials, and refuse for the residents of San Antonio, including cart assembly, RFID Identification Tags, and spare parts. This contract will also allow for the purchase of replacement parts to repair carts that are no longer under warranty.

This contract is made in accordance with the national intergovernmental purchasing alliance company (Omnia Partners) program passed through Ordinance 2013-06-13-0414, dated 6/13/2013. This agreement will provide carts to the residents that receive automated collection service. This contract will also allow the City to keep an inventory of carts to replenish those that are lost, damaged, or stolen.

ISSUE:

This contract represents 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. Indoor Plant Lease and Maintenance for San Antonio Airport System (SAIA)

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 (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

B. Kinloch Equipment & Supply, Inc. for Elgin Sweeper Parts

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.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program did not apply.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

C. Nueces Farm Center Inc. for Diamond Z and Hamm Roller Parts

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.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program did not apply.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

D. Toter, LLC for Toter Refuse Containers & Replacement Parts

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.

The recommended award is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

E. Rehrig Pacific Company for Rehrig Refuse Containers & Replacement Parts

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.

The recommended award is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

A. Indoor Plant Lease and Maintenance for San Antonio Airport System (SAIA) – Should this contract not be approved, the Aviation Department would not be able to lease plants. In absence of leased plants, Aviation would need to purchase plants and all the associated planters and materials, maintain them with internal resources, and replace aged, damaged, or unsightly plants over time.

B. Kinloch Equipment & Supply, Inc. for Elgin Sweeper Parts – should this contract not be approved, the department will be required to process individual procurements as needs arise. As a result, processing requirements as spot purchases would delay the timely repair of equipment and the department will not realize the cost savings customarily associated with long-term agreements.

C. Nueces Farm Center Inc. for Diamond Z and Hamm Roller Parts – should this contract not be approved, the department will be required to process individual procurements as needs arise. As a result, processing requirements as spot purchases would delay the timely repair of equipment and

the department will not realize the cost savings customarily associated with long-term agreements.

D. Toter LLC for Toter Refuse Containers & Replacement – should this contract not be approved, SWMD will be required to procure carts for the collection of recyclables, organic materials, and refuse for the residents of San Antonio, including cart assembly, RFID Identification Tags, and spare parts on an as needed basis which may result in higher pricing and delays in providing new carts and repairing existing equipment.

E. Rehrig Pacific Company for Rehrig Refuse Containers & Replacement Parts – should this contract not be approved, SWMD will be required to procure carts for the collection of recyclables, organic materials, and refuse for the residents of San Antonio, including cart assembly, RFID Identification Tags, and spare parts on an as needed basis which may result in higher pricing and delays in providing new carts and repairing existing equipment.

FISCAL IMPACT:

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

RECOMMENDATION:

Staff recommends the acceptance of these contracts submitted through this ordinance to provide the City with specified services on an annual contract basis. These annual contracts are critical to the City's daily operations.

These contracts were procured via low bid and cooperative purchasing; therefore, a Contract Disclosure Form is not required.