



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 11

Agenda Date: September 12, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

9/12/2024 Annual Contracts

SUMMARY:

An ordinance awarding two contracts to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$262,000 annually. 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. Bibliotheca, LLC. for RFID Tags for Public Library, \$29,000 annually (1 contract, San Antonio Public Library)

B. Kinetic Motorwerks, LLC for Glass Beads, \$233,000 annually (1 contract, Aviation 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. Bibliotheca, LLC. for RFID Tags for Public Library, \$29,000 annually, beginning upon award through June 30, 2027, with 2, 1-year renewal options – will provide Radio Frequency Identification Tags (RFID) for print and media materials. RFID tags work with existing equipment to allow for efficient charging and discharging of items, use of self-check technology and inventory control of library materials.

B. Kinetic Motorwerks, LLC for Glass Beads, \$233,000 annually, beginning upon award through August 31, 2027, with 2, 1-year renewal options – will provide Glass Beads Type III and IV to be used at the San Antonio International Airport. The glass beads are used to enhance visibility of various airfield markings to include runways/taxiways. This will allow for the Aviation Department to remain in compliance with the Federal Aviation guidelines that falls under maintenance and operations.

ISSUE:

These contracts 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. Bibliotheca, LLC. for RFID Tags for Public Library

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 was not applied.

B. Kinetic Motorwerks, LLC for Glass Beads for Aviation Department

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 was not applied.

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 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 department's 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 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; therefore, a Contract Disclosure Form is not required.