



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 8

**Agenda Date:** October 31, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

10/17/2024 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 \$76,000 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. Richard A. Brown Jr. dba Aquatic Landscapes & Design for Maintenance of Filtration System at Civic Park, \$39,000 annually (1 contract, Parks and Recreation Department)

B. CDSI Inc. dba Champion Diversified Services for Window Washing Services for Convention and Sports Facilities; Alamodome, \$37,000 annually (1 contract, Convention and Sports Facilities 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. Richard A. Brown Jr. dba Aquatic Landscapes & Design for Maintenance of Filtration System at Civic Park, \$39,000 annually, beginning upon award through August 31, 2027, with 2, 1-year renewal options – will provide preventative maintenance services to the filtration system and various water features at the Hemisfair Civic Park for the Parks and Recreation Department. The contractor will provide labor, equipment and materials to inspect and clean all basket strainers and skimmers, and remove and properly dispose of debris up to 5 days per week as requested by department.

B. CDSI Inc. dba Champion Diversified Services for Window Washing Services for Convention and Sports Facilities at the Alamodome, \$37,000 annually, beginning upon award through September 30, 2027, with 2, 1-year renewal options – will provide window washing services for 2 cycles annually to the internal and external windows, and doors of the Alamodome to maintain cleanliness and appearance of this facility for the Convention and Sports Facilities Department. The services will assist in keeping the Alamodome a viable location to attract events to the City of San Antonio.

**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. Richard A. Brown Jr. dba Aquatic Landscapes & Design for Maintenance of Filtration System at Civic Park

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 bidder; therefore, application of the Local Preference Program was not required.

B. CDSI Inc. dba Champion Diversified Services for Window Washing Services for Convention and Sports Facilities

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. CDSI Inc. dba Champion Diversified Services is a small, minority-owned firm that will be self-performing the 10% Minority and/or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

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.

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.