



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 10

**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:**

This ordinance awards two contracts to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated annual amount of \$160,000. 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. EKF Diagnostics for Metro Health Cuvettes and Supplies, \$69,000 annually (1 contract, Metro Health)

B. Schneider Electric Systems USA for Customer First Support and Services, \$91,000 annually (1 contract, Public Works Department)

Funding is available in the amount of \$68,778 from the Women, Infants & Children Grant FY 2025 Adopted Budget and in the amount of \$91,000 from the Storm Water Operating Fund FY 2025 Adopted Budget. Funding for subsequent years is contingent on City Council approval of the annual budget.

## **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. EKF Diagnostics for Metro Health Cuvettes and Supplies, \$69,000 annually, beginning upon award through September 30, 2025, with 4, 1-year renewal options – will provide the Metro Health with the purchase of cuvettes and supplies for use in its existing Stanbio Laboratory/EKF Diagnostic Equipment. These cuvettes are sample analysis containers for the laboratories.

### Procured on the basis of sole source

B. Schneider Electric Systems USA for Customer First Support and Services, \$91,000 annually, beginning March 1, 2025, renewing annually and ending February 29, 2028 – will provide annual support and maintenance for the City-owned Foxboro Distributed Control Systems (DCS) that support the Riverwalk Flood Control System. This is for support services by Schneider Electric to include four days for Quick Fixes, security patches, updates, and 40 hours for future repairs, all part of the annual maintenance price.

## **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. EKF Diagnostics for Metro Health Cuvettes and Supplies

This contract is an exception to the Small Business Economic Development Advocacy (SBEDA) Program and Local Preference Program due to utilizing grant funding.

### B. Schneider Electric Systems USA for Customer First Support and Services

This contract is an exception to the SBEDA and Local Preference Programs since procured via sole source.

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:**

This ordinance awards two contracts to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated annual amount of \$160,000. 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:

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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 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 and sole source; therefore, a Contract Disclosure Form is not required.