



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 12

Agenda Date: August 8, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

8/8/2024 Annual Contracts

SUMMARY:

An ordinance awarding four contracts to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$239,000 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. JDub Squared, LLC dba MAS Solutions for Insurance Claim & Vehicle Appraisal Services, \$115,000 annually (1 contract, Building and Equipment Services, Solid Waste Management, Aviation, San Antonio Fire Departments)

B. Ace Spring Service, Inc. for Automotive & Truck Spring Parts & Service, \$50,000 annually (1 contract, Building and Equipment Services, Solid Waste Management, San Antonio Fire Departments)

C. Visions Recycling Inc. for Recycled Paint for Development Services Department, \$46,000 annually (1 contract, Development Services Department)

D. Salt Exchange Inc. for Water Softener and Preventative Maintenance for Convention and Sports Facilities, \$28,000 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. JDub Squared, LLC dba MAS Solutions for Insurance Claim & Vehicle Appraisal Services, \$115,000 annually, beginning September 1, 2024 through September 30, 2027, with two, one-year renewal options – will provide vehicle appraisal services to be utilized by the Building and Equipment Services, Aviation and Solid Waste Management Departments, in conjunction with existing City collision repair contracts to establish appraisals of damaged vehicles. The City performs maintenance and repair services for approximately 4,400 vehicles and 650 pieces of heavy equipment. Paint and body repair work is contracted out to several vendors. Prior to the repair of a vehicle or piece of equipment, an appraisal is performed to establish the cost to repair and to determine whether it is economically feasible to repair the vehicle or equipment.

B. Ace Spring Service, Inc. for Automotive & Truck Spring Parts & Service, \$50,000 annually, upon award through December 31, 2027, with two, one-year renewal options – will furnish automotive and truck spring parts and services for vehicles and equipment in the City's fleet for the San Antonio Fire, Solid Waste Management, Aviation and Building and Equipment Services Departments. The parts are required to maintain the functionality of vehicle suspensions and must be maintained to be in a safe working order.

C. Visions Recycling Inc. for Recycled Paint for Development Services Department, \$46,000 annually, upon award through June 30, 2027, with two, one-year renewal options – will provide recycled paint for Development Services Department, Field Services Division on an as-needed basis. In keeping with the City of San Antonio Green Initiative, the recycled paint requires a minimum of 50% post-consumer content and will be used to paint over graffiti on retaining walls, walkways, underpasses and chronically tagged privacy fences.

D. Salt Exchange Inc. for Water Softener and Preventative Maintenance for Convention and Sports Facilities, \$28,000 annually, October 1, 2024 through September 30, 2027, with two, one-year renewal options – will provide all labor, material and supplies to maintain City-owned water softeners and to deliver water softener solar salt for the Convention and Sports Facilities Department. This service is necessary to continue a maintenance program that will preserve the functionality of the equipment and to provide treated water for the Henry B. Gonzalez Convention Center.

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. JDub Squared, LLC dba MAS Solutions for Insurance Claim & Vehicle Appraisal Services

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 was not applied.

B. Ace Spring Service, Inc. for Automotive & Truck Spring Parts & Service

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.

C. Visions Recycling Inc. for Recycled Paint for Development Services

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 was not applied.

D. Salt Exchange Inc. for Water Softener and Preventative Maintenance for Convention and Sports Facilities

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.

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.