



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** February 20, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

2/20/25 Annual Contracts

**SUMMARY:**

This ordinance authorizes one contract and one amendment to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$87,000 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. Blue Triton Brands, Inc. for Bottled Water - Citywide, \$72,000 annually (1 contract, City Wide Departments)

B. Western Arts Federation dba Westaf for Arts Westaf Grants Management System, \$15,000 annually (1 contract amendment, Department of Arts and Culture)

**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. Blue Triton Brands, Inc. for Bottled Water - Citywide, \$72,000 annually, beginning upon award through December 31, 2025, with 1, 1-year renewal options – will provide and deliver 8 ounce and 16.9 ounce bottled water and plastic cups on an as needed basis. Vendor will deliver bottled water and cups to various city-owned facilities throughout the City.

Amendment

B. Western Arts Federation dba Westaf for Arts Westaf Grants Management System, \$15,000 annually, beginning April 1, 2025, through March 31, 2026, with a 1, 1-year renewal option, for continuous use of the Westaf Grants Management system utilized by Department of Arts and Culture. The current system manages all grant applications, award, and reporting for over 150+ grantees. A solicitation for a new Grants Management System is being developed with targeted publishing in the first quarter of 2025 calendar year. Contract extension of the current system will cover periods for solicitation, evaluation and implementation, including optional data migration, for the new system.

**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. Blue Triton Brands, Inc. for Bottled Water - Citywide

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. Western Arts Federation dba Westaf for Arts Westaf Grants Management System

The Small Business Economic Advocacy (SBEDA) Ordinance does not apply to contract amendments.

The Local Preference Program is not applicable to contract amendments.

Regarding 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 this contract and amendment 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 and amendment; therefore, a Contract Disclosure Form is not required.