



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 11

**Agenda Date:** June 13, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

5/16/2024 Annual Contracts

**SUMMARY:**

An ordinance awarding one contract to provide the City with commodities and services on an annual basis for the term of the contract for an estimated amount of \$18,000 annually. This ordinance provides the procurement of the following item, as needed, and dependent on the department's available budget, for the term of the contract:

A. XELA Resources and Contracting, Inc. for Citywide Fitness Equipment Maintenance and Repairs, \$18,000 annually (1 contract, Citywide)

**BACKGROUND INFORMATION:**

The City of San Antonio (City) 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) A. XELA Resources and Contracting, Inc. for Citywide Fitness Equipment Maintenance and Repairs, \$18,000 annually, upon award through March 31, 2026, with two, one-year renewal options – will provide quarterly preventative maintenance and as needed repair services of electric and non-electrical fitness equipment and fitness machines to be utilized by all City departments who have established fitness centers.

**ISSUE:**

This contract represents 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. XELA Resources and Contracting, Inc. for Citywide Fitness Equipment Maintenance and Repairs

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.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies or non-professional services, so no preference was applied to this contract.

**ALTERNATIVES:**

Should this contract 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 this contract submitted through this ordinance to provide the City with specified services on an annual contract basis.

This contract was procured on the basis of low bid; therefore, a Contract Disclosure Form is not required.