



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 5

**Agenda Date:** March 20, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Purchase of Forklifts and Man Lifts

**SUMMARY:**

This ordinance authorizes acceptance of contracts with Briggs Industrial Solutions, Inc. dba Briggs Equipment, Inc. for one Forklift and one Electric Man Lift in the amount of \$127,833; Associated Supply Company Inc dba ASCO Equipment for one Forklift in the amount of \$28,900; and Octane Forklifts, Inc. for one Forklift in the amount of \$35,061, for the total cost of \$191,794 for all contracts. Funding is available from the Hotel Occupancy Tax Fund FY 2025 Adopted Budget in the amount of \$170,814, and from the General Fund FY 2025 Adopted Budget for \$20,980.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action are proposals submitted by Briggs Industrial Solutions, Inc. DBA Briggs Equipment, Inc. for one Minimum 15,000lb 20-foot LPG Forklift for the Convention and Sports Facilities (CSF) Department, and one Minimum 500lb 32-foot Working Height Electric Man Lift for the Parks & Recreation Department; Octane Forklifts Inc. for one Minimum 5,000lb 20-foot Cushion Tired LPG Forklift for CSF; and by Associated Supply Company Inc dba ASCO Equipment for one Minimum 3,000lb 10-foot Cushion Tired LPG

Forklift for CSF. This equipment is used daily to move materials, perform maintenance on lighting or ceiling fixtures, and hang various banners or decorations.

The City issued an Invitation for Bid (IFB) for “Purchase of Forklifts and Man Lifts” (IFB 6100018707) on December 16, 2024, with a submission deadline of January 8, 2025. The IFB was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential bidders. Six bids were received. Two bids under item 3, three bids under item 4, and one bid under item 5 were deemed non-responsive due to bidders failing to meet the published specifications. Briggs Industrial Solutions, Inc. DBA Briggs Equipment, Inc.; Associated Supply Company Inc dba ASCO Equipment; and Octane Forklifts, Inc. met the published specifications and are recommended for award.

The initial term of the agreement will be for the period upon award by City Council and will terminate upon delivery of all goods ordered.

#### **ISSUE:**

These contracts will supply three forklift and one man lift in total for the City. CSF will receive one 3,000lb, 10ft Cushion Tired LPG Forklift; one 5,000lb, 20ft Cushion Tired LPG Forklift; and one 15,000lb, 20ft LPG forklift. Parks & Recreation will receive one 500lb, 32ft Working Height Electric Man Lift. The life expectancy for this equipment is 120 months.

Bid item 1 was deleted and will be rebid at a later date. For bid item 2, the last day to order this forklift without missing the manufacture’s cutoff date is June 8, 2025. Lead time for the forklift is 120 calendar days. The warranty provided is a standard 2-year/3,000hr, power train 3-year/6,000hr, and Oil-Cooled Disc Brakes (OCDB) 5-year/10,000hr.

For bid item 3, the last day to order this forklift without missing the manufacture’s cutoff date is December 31, 2025. Lead time for the forklift is 210 calendar days. The warranty provided is a 12 month/2,000hr manufacturer’s warranty.

For bid item 4, the last day to order this forklift without missing the manufacture’s cutoff date is June 1, 2025. Lead time for the forklift is 175 calendar days. The warranty provided is a 12 month/2,000hr and powertrain 36 months/6,000hrs.

For bid item 5, the last day to order this forklift without missing the manufacture’s cutoff date is June 1, 2025. Lead time for the forklift is 70 calendar days.

All equipment will be delivered in 2025. Order banks will close when the maximum number of orders is reached for the factory’s allocated production plan. The warranty provided is a standard 12-month manufacturer warranty. One unit is electric powered, and three units are powered by liquid propane natural gas. This equipment is not part of the Federal Highway Administration classification system for emissions or fuel economy and is regulated and certified by the Environmental Protection Agency (EPA).

The Small Economic Business Development Advocacy Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

Bid Item 2 - 5: There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program was not applied.

The Veteran Owned Business Program does not apply to goods/supplies contract, so no reference was applicable to this contract.

### **ALTERNATIVES:**

Should this contract not be approved, foreseeable repairs due to the age of the other forklifts and man lifts are expected to cause downtime for CSF and Parks and Recreation. Not purchasing this equipment by the provided cut-off date would result in re-solicitations to obtain these items which would result in a higher cost.

### **FISCAL IMPACT:**

This ordinance authorizes acceptance of contracts with Briggs Industrial Solutions, Inc. dba Briggs Equipment, Inc. for one Forklift and one Electric Man Lift in the amount of \$127,833; Associated Supply Company Inc dba ASCO Equipment for one Forklift in the amount of \$28,900; and Octane Forklifts, Inc. for one Forklift in the amount of \$35,061, for the total cost of \$191,794 for all items. Funding in the amount of \$170,814 is available from the Hotel Occupancy Tax FY 2025 Adopted Budget and in the amount of \$20,980 is available from the General Fund FY 2025 Adopted Budget.

### **RECOMMENDATION:**

Staff recommends approval of this ordinance.

This contract was procured on the basis of low bid and a Contracts Disclosure Form is not required.