



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: January 11, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Shade Canopy Structures at Stinson Park for Parks and Recreation Department

SUMMARY:

This ordinance authorizes a contract with ShadePro, L.L.C. to provide and install shade canopy structures at Stinson Park for a total cost of \$77,826.00 for the Parks and Recreation Department. Funding is available from the 2022 General Obligation Bond and included in the FY 2024 – FY 2029 Capital Improvement Program.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is an offer submitted by ShadePro, L.L.C. to provide and install four (4) shade canopy structures at Stinson Park. The shades will replace current shades that are old and require repairs. The fabric shade canopies will provide shade to the families and players attending events at the Five Diamonds Little League ball field complex.

The City issued a Request for Offer (RFO) for “Shade Canopy Structure for Parks and Recreation Department” (RFO 6100017584) on November 28, 2023, with a submission deadline of November 29, 2023. ShadePro, L.L.C. meets the published specification and is recommended for contract award.

This contract utilizes Buyboard Contract #679-22 with ShadePro, L.L.C. and is made in accordance with the Texas Local Government Purchasing Cooperative (BuyBoard) passed through Ordinance 97097, dated 1/30/2003. The cooperative contract allows other Participating Public Agencies in need of similar products and services to make purchases through an existing contract through Buyboard.

ISSUE:

This contract will provide the Parks and Recreation Department with the purchase and installation of four (4) shade canopy structures for Stinson Park. The lead-time on the new shades is 4-6 weeks. The shades have a 10-year warranty on the fabric and 20-year warranty on the structure.

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

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, it would adversely affect the timely completion of the shade structure installation in time for scheduled events and activities at Stinson Park. This could limit the City's ability to maintain a healthy environment for the families and players using the field complex.

FISCAL IMPACT:

This ordinance approves a contract with ShadePro, L.L.C. to provide and install shade canopy structures at Stinson Park in the total amount of \$77,826.00 for the Parks and Department. Funding is available from the 2022 General Obligation Bond and included in the FY 2024 – FY 2029 Capital Improvement Program.

RECOMMENDATION:

Staff recommends the approval of this ordinance for the one-time purchase with ShadePro, L.L.C. to provide and install four (4) shade canopy structures at Stinson Park for the Parks and Recreation Department for a total cost of \$77,826.00.

This contract is procured by means of cooperative purchasing and a Discretionary Contract Disclosure Form is not required.

