



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 18

**Agenda Date:** December 5, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

11/7/2024 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 \$392,000.00 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. Sweeping Corporation of America, LLC for Sweeping Services for San Antonio Police Department, \$24,000 annually (1 contract, Police Department)

B. Fox Truck World, LLC. for GS Products Truck Parts, \$30,000 annually (1 contract, Solid Waste Management Department)

C. Litho Press Inc. for Door Hangers and Tags, \$189,000 annually (1 contract, Finance Department)

D. Door Direct LLC for Citywide Distribution of Door Hangers and/or Tags, \$149,000 annually

(1 contract, Finance 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. Sweeping Corporation of America, LLC for Sweeping Services for the San Antonio Police Department, \$24,000 annually, beginning upon award through September 30, 2027, with 2, 1-year renewal options – will provide full sweeping services on a monthly basis for the parking garage and parking lot for the San Antonio Police Department (SAPD) at the Public Safety Headquarters. The scope of work includes blowing all debris into the drive lane for the sweeper truck to pick up, blowing down and removing debris from stairwells, debris removal from the property, and blowing all debris from corners and car stops for the sweeper truck to pick up.

B. Fox Truck World, LLC. for GS Products Truck Parts, \$30,000 annually, beginning upon award through December 31, 2027, with 2, 1-year renewal options – will provide the Solid Waste Management Department, Fleet Operations Division with a contractor to furnish replacement GS Products for equipment owned and operated by the City. These parts are a necessary component of the trucks functionality; trucks will not operate without functioning parts. The parts purchased will be utilized for repairs performed in-house.

C. Litho Press Inc. for Door Hangers and Tags, \$189,000 annually, beginning upon award through June 30, 2027, with 2, 1-year renewal options – will provide the City of San Antonio with door hangers and tag printing services to support the Finance Department, Print and Mail Operations Division. This door hanger and tag contract will provide printing services only and does not include any distribution services. The distribution services will be performed by a separate contract to be awarded under Item D below.

D. Door Direct LLC for Citywide Distribution of Door Hangers and/or Tags, \$149,000 annually, beginning upon award through June 30, 2027, with 2, 1-year renewal options – will provide the Print and Mail Service Division, Finance Department with a contract to provide distribution and placement of door hangers and/or tags to various households within districts, zip codes, certain demographics, census block groups, street boundaries, precincts, school districts, school boundaries, radiuses of an address, with addresses and/or without addresses for City's marketing purposes for various departments. This contract is for distribution only and does not include any printing services. The printing services will be performed by a separate contract to be awarded under Item C above.

## **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. Sweeping Corporation of America, LLC for Sweeping Services for San Antonio Police Department

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 in accordance with the Local Preference Program, no local preference was applied since the local bidder is not within 5% of the recommended lowest non-local bidder.

B. Fox Truck World, LLC. for GS Products Truck Parts

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.

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. Litho Press Inc. for Door Hangers and Tags

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.

D. Door Direct LLC for Citywide Distribution of Door Hangers and/or Tags

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.