



City of San Antonio Certificate of Exemption

Finance

FY230381

Please fill this form out online, attach any required support documents, and forward your request to next approval authority.

Certificate of Exemption

Originating Department: Building and Equipment Services

Request Date: 7/31/2023

Exemption Requested/Taken

The City is authorized under limited conditions to make procurements outside of the competitive solicitation process. Chapter 252 of the Local Government Code provides guidance regarding sixteen general exemptions from the competitive solicitation. Departments must submit vendor(s) quotations for any selection below. Please select one exemption:

- | | |
|--|---|
| <input type="checkbox"/> A procurement made because of a public calamity that requires funds to relieve the needs of the residents or to preserve city property (Note: Department must notify the Purchasing Division immediately regarding such an event) | <input type="checkbox"/> Paving, drainage, street widening and other public improvements or related matter where at least one-third of the costs are paid by special assessments |
| <input checked="" type="checkbox"/> A procurement to preserve or protect the public health or safety of the city's residents (Note: Department must notify the Purchasing Division immediately regarding such an event) | <input type="checkbox"/> A public improvement project which has been authorized but for which there is deficiency of funds to complete in accordance with the plans as authorized |
| <input type="checkbox"/> A procurement necessary because of unforeseen damage to machinery, equipment or other property (Note: Department must notify the Purchasing Division immediately regarding such an event) | <input type="checkbox"/> A payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchap. C, Ch 212. |
| <input type="checkbox"/> A procurement for personal, professional or planning services | <input type="checkbox"/> Personal property sold |
| <input type="checkbox"/> A procurement for work that is performed and paid for by the day as the work progresses | <input type="checkbox"/> Services performed by blind or severely disabled persons |
| <input type="checkbox"/> A purchase of land or right-of-way | <input type="checkbox"/> Goods purchased by a municipality for subsequent retail sale by the municipality |
| <input type="checkbox"/> A procurement of items available from only one source | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> A purchase of rare books, papers and other materials for a public library | <input type="checkbox"/> Advertising, other than legal notices |

***Does the public health & safety procurement include a "Sole Brand" preference?** Yes No

***Is this an "Emergency" purchase request that exceeds \$50,000 in value and would require City Council ratification?** Yes No

***Sourcing Accounting Details** Insert Shopping Cart (SC) or Purchase Requisition (PR) # Insert Annual Contract #

Enter: Shopping Cart (SC) # / Purchase Requisition (PR) #: 2000810873 ; 2000712213
(enter "NA" if unavailable)

OR

Explanation (justification) why Shopping Cart # or Purchase Requisition # is unavailable




City of San Antonio Certificate of Exemption

Finance

Please fill this form out online, attach any required support documents, and forward your request to next approval authority.

Sole Brand Justification Notice

You have indicated that this Certificate of Exemption is being requested for a purchase that is categorized as a "Sole Brand" procurement. Justification for such a purchase **MUST be provided in the following section of the form, where the justification for sole brand purchase can be documented and submitted as part of this Certificate of Exemption request.** Provide any related documents used in justifying the sole brand aspects of this purchase, attaching any correspondence(s) related to establishing that justification.

Click on the paperclip icon  located in the left margin of this form to make any required attachment.

Sole Brand Justification Details

*Name of Item: ACS Kennel Trucks

*Manufacturer: Ford/Harstra *Model Number: Ford F250

*Source Count: Available from only one source Available from more than one source

*Name of Brand: Custom Made Kennel Truck with a Harstra body on a Ford F250 Chassis

*Brief description of where or how the item(s) will be used:

Dangerous animal retrieval is vital to preventing the spread of infectious disease and proactively avoiding injury and harm to the citizenry and pets. The US Department of Health & Human Services - Centers for Disease Control (CDC) asks local citizenry to call the local animal control office to remove stray animals from one's neighborhood since these animals may be un-vaccinated or ill. These vehicles are vital for carrying out the mission laid out by the CDC for public health. The San Antonio community has experienced an increase in animal retrieval calls. This has put a strain on existing resources requiring the need for more animal care officers and animal kennel trucks. The proposed 23 vehicles shall be used in all San Antonio council districts.

*Describe the performance functions proprietary to the item(s) requested and why they are necessary to accomplish the project:

The City of San Antonio is committed to the humane treatment of animals. Animal control trucks are custom built to have 9 individual, climate controlled, animal kennels that was developed for the City of San Antonio. Hartstra Manufacturing is the only upfitter in Texas that makes air conditioned, refrigerated, and freezer compartment truck bodies.

*Will the item be used in conjunction with existing equipment? Yes No

*Will training be required? Yes No

*Name other sources/brands whose products have been evaluated and why they do not meet requirements:

The last animal control truck to successfully be received and put into service was January 28, 2021. Through a series of anomalies, no new truck replacements or new fleet additions have successfully been obtained through procedures outlined in Texas Local Government Code Chapter 252. Great effort was made to offer low bids opportunities to the community to provide these vehicles. These attempts have been documented and at this time only vendor has expressed an interest to provide the proposed 23 vehicles, and that is Cavender Grande Ford.

***Required attachment: Sole Brand Justification Document explaining why requested item(s) are only suitable from one one brand (Labor Relations Committee (LRC) Memo, other department-approved brand justification, etc.).**

*Has all of the required justification documentation been attached to this request? Yes No

Execution/Filing Details

This Certificate of Exemption is executed and filed with the Finance Department as follows:

1. The undersigned is authorized to approve an exemption;
2. An exemption according to Section 252.022 of the Local Government Code exists.



City of San Antonio Certificate of Exemption

Finance

Please fill this form out online, attach any required support documents, and forward your request to next approval authority.

More specifically, the following event has occurred:

The City needs to replace 4 trucks that have met the requirements for replacement and increase its fleet of animal control vehicles by 19 trucks to keep up with the growing demands for animal disease and injury prevention.

3. Because the exemption stated above exists, the City of San Antonio intends to contract with

Cavender Grande Ford which will cost approximately \$ **1,750,000**

Approvals	
Maggie Metzner (BES) Originator	07/31/2023 Date
Brad Davenport (ACS) Department Director Approval	07/31/2023 Date
---Not in APPROVAL PATH Routing--- Executive Leadership Team Approval <i>(approval required only for ratification by City Council)</i>	 Date
Jennifer Johnson (Finance) Procurement Administrator Approval	08/05/2023 Date

To send this approval document to the next approver, press **Send Forward**.
To retain a copy of this request, perform a **Save As** to save it as an electronic form.