



# 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.

FY230306

## Certificate of Exemption

Originating Department: Convention Sports and Entertainment Facilities

Request Date: 05/03/2023

## 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 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 checked="" 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  |

**\*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) #:

2000794723

(enter "NA" if unavailable)

OR

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






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## Sole Source Justification Notice

You have indicated that this Certificate of Exemption is being requested for a purchase that is categorized as a "Sole Source" procurement. Justification for such a purchase **MUST be provided in the following section of the form, where the justification for sole source purchase can be documented and submitted as part of this Certificate of Exemption request.** Provide any vendor-provided documents used in justifying the sole source 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 Source Justification Details

\*Name of Item: Alulite Linenless Swirl Radius Edge H Leg-Satin Swirl

\*Manufacturer: Southern Aluminum

\*Model Number: SA1696PRHL-SS

\*Source Count: ☒ Available from only one source ☐ Available from more than one source

\*Name of Source: Southern Aluminum

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

This purchase will be added to existing inventory of Alulite Linenless Swirl tables and match existing inventory at both Convention Center and Alamodome. These tables are used for catered/banquet style events held at both facilities.

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

Southern Aluminum is the sole source provider for these tables. The swirl tables are unique in design and is trademarked.

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

\*Will it be used as a component to be interfaced with existing equipment? ☐ Yes ☒ No

\*Will this be used as an accessory or option? ☐ Yes ☒ No

\*Will training be required? ☐ Yes ☒ No

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

Other brands do not have the unique swirl tables that match CSF's existing inventory of tables.

**\*Required attachment(s): Vendor Quotation and Sole Source Vendor Justification Letter explaining why requested item(s) are only suitable from one source.**

\*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.





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More specifically, the following event has occurred:

The Convention & Sports Facilities Department is requesting an exemption from competitive bidding for the purchase of seven hundred (700) 16"x96" Alulite Linenles Swirl tables and thirty-five (35) GHD Table Trucks to protect, store and transport tables for easy unloading and setup for events held at the Convention Center. For the Alamodome, CSF is requesting fifty-five (55) 30"x96" Alulite Linenless Swirl tables, eighty (80) 60" round Alulite Linenless tables and sixteen (16) GHD carts to protect, store and transport tables for easy unloading and setup for events.

The purchase of the Alulite Linenless Swirl tables will match existing table inventory to provide clients with continuity and enhanced events held at the Convention Center and Alamodome.

Total estimated cost \$477,907.

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

Southern Aluminum

which will cost approximately \$ 477,907

## Approvals

**Instructions:** Enter your Network credentials and "click" the **Sign** button for Authentication eSignature:

UserID: \_\_\_\_\_

Password: \_\_\_\_\_

Luis Moreno (CSEF)

Originator

05/03/2023

Date

Department Director Approval

5/11/23  
Date

Executive Leadership Team Approval  
(approval required only for ratification by City Council)

\_\_\_\_\_  
Date

Procurement Administrator Approval

06/06/23  
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.



PQ Box 884  
Magnolia, AR 71754  
800-221-0408  
F: 870-234-2823  
www.southernaluminum.com

# Quotation

Quote Number: 54599

Sales Person:

Stacie Brice

sbrice@southernaluminum.com

Date: 4/12/2023

Expires: 6/11/2023

Quotation Prepared For: COSA

**City of San Antonio - Finance**

Luis Moreno

P.O. Box 839976

San Antonio TX 78283-3976

USA

Phone: 210.207.5901

luis.moreno@sanantonio.gov

**Ship To:**

**City of San Antonio - Finance**

P.O. Box 839976

San Antonio TX 78283-3976

Freight Carrier: Best Way

Line	Part Number	Description	Quantity	Unit Price	Net Price
1	SA1696PRHL-SS		700	\$484.00	\$338,800.00
		<b>16" x 96" Alulite Linenless Swirl Radius Edge H Leg - Satin Swirl</b>			
		OPEN MARKET			
2	TT188GHD-P		35	\$997.00	\$34,895.00
		<b>18" x 96" GHD Table Truck - P</b>			
		BuyBoard contract			
3	WInstall-WGS		1		
		<b>Install / White Glove Service</b>			

This quote is valid for 30 days. Freight estimate is valid for 30 days and is for Dock to Dock delivery. New customers are required to prepay their first order in full by check or credit card. After prepaying your first order, you may request Net 30 terms by submitting a credit application.

Southern Aluminum collects sales tax in states with a physical presence (nexus). If we do not collect sales tax from you, you may owe sales tax on your purchase.

Freight charges are subject to change at time of invoicing.

Subtotal: \$373,695.00

Estimated Freight: \$5,700.00

**Quote Total: \$379,395.00**

Prepared by: amanda

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PO Box 884  
Magnolia, AR 71754  
800-221-0408  
F: 870-234-2823  
www.southernaluminum.com

Quotation

Quote Number: 50943

Sales Person:

Stacie Brice

sbrice@southernaluminum.com

Date: 4/12/2023

Expires: 6/11/2023

Quotation Prepared For: COSA

**City of San Antonio - Finance**

Thomas McAfee

P.O. Box 839976

San Antonio TX 78283-3976

USA

Phone: 210.207.3754

thomas.mcafee@sanantonio.gov

Ship To: CITYSAALAMO

**City of San Antonio - Alamodome**

100 Montana Street

San Antonio TX 78203

Freight Carrier: Best Way

Buyboard contract #667-22

Freight - OPEN MARKET

Line	Part Number	Description	Quantity	Unit Price	Net Price
3	TT606672RGHD-P		16	\$997.00	\$15,952.00
		<b>GHD Cart For 60" x 66" x 72" Round</b>			
4	SA3096PR2L-SS		55	\$530.00	\$29,150.00
		<b>30" x 96" Alulite Linenless Swirl Radius Edge Roman II Leg - Satin Swirl</b>			
5	SA60RPHL-SS		80	\$632.00	\$50,560.00
		<b>60" Banquet Round Alulite Linenless Swirl H Leg - Satin Swirl</b>			

This quote is valid for 30 days. Freight estimate is valid for 30 days and is for Dock to Dock delivery. New customers are required to prepay their first order in full by check or credit card. After prepaying your first order, you may request Net 30 terms by submitting a credit application. Southern Aluminum collects sales tax in states with a physical presence (nexus). If we do not collect sales tax from you, you may owe sales tax on your purchase. Freight charges are subject to change at time of invoicing.

Subtotal: \$95,662.00

Estimated Freight: \$2,850.00

**Quote Total: \$98,512.00**

Prepared by: Stacie

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