



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 6

Agenda Date: August 10, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

8/10/2023 Annual Contracts

SUMMARY:

An ordinance awarding one contract to provide the City with commodities and services on an annual basis for the term of the contract, for an estimated cost of \$390,000 annually. This ordinance provides the procurement of the following item, as needed, and dependent on the Department's available budget, for the term of the contract:

A. Casco Industries, Inc. for Helmets and Repair Parts for San Antonio Fire Department, \$390,000 annually (1 contract, San Antonio Fire 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.

Contract procured on the basis of Public Health or Safety Exemption:

A. Casco Industries, Inc. for Helmets and Repair Parts for San Antonio Fire Department, \$390,000 annually, upon award through March 31, 2026 with two, one-year renewal options – will provide the San Antonio Fire Department (SAFD) with a contract to purchase Cairns & Brother helmets and repair parts. These helmets will be utilized by the Firefighting Division to protect their head, neck, and ears from heat and absorb shock from falling objects while fighting structural fires.

This purchase was made utilizing a public health or safety exemption, sole brand, and competitively solicited, to allow SAFD procurement of brand specific helmets, repair parts, and accessories and will provide standardized equipment operations for all Fire personnel. SAFD in coordination with SAFD PPE Committee reviewed various helmet brands and recommend the continued use of these helmets. The helmets meet and exceed the current National Fire Protection Association standards and requirements for SAFD.

ISSUE:

This contract represents 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. Helmets and Repair Parts for San Antonio Fire Department

This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA program.

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:

A. Helmets and Repair Parts for San Antonio Fire Department - Should this contract not be approved, the Fire Department will be required to pay list price for firefighting helmets which in turn could lead to increased delivery times. This could result in injuries to firefighters due to not being fully equipped while managing fires.

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 department are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends the acceptance of this contract submitted through this ordinance to provide the City with specified goods and services on an annual contract basis. This annual contract is critical to the City's daily operations.

This contract was procured on the basis of Public Health or Safety Exemption and a Contract Disclosure Form is not required.