



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 7

Agenda Date: August 17, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

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 \$135,000 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 contract:

A. SAT Radio Communications dba Industrial Communications for Emergency Lights and Accessories – SAFD, \$135,000 annually (1 contract, San Antonio Fire Department)

BACKGROUND INFORMATION:

The City of San Antonio (City) 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. SAT Radio Communications dba Industrial Communications for Emergency Lights and Accessories - SAFD, \$135,000 annually, upon award through March 31, 2026 with two, one-year renewal options – will provide the San Antonio Fire Department with the purchase and delivery of emergency vehicle lights and accessories. This contract will allow SAFD Services Division to purchase the lights and parts necessary to make repairs to the emergency vehicles in the fleet.

This purchase was made utilizing a public health and safety exemption to allow SAFD the procurement of brand specific lights used throughout the City's fire trucks and EMS units. These emergency lights are needed for responding to emergency calls. Whelen and Fire Research Corporation lights meet all National Fire Protection Association requirements. The lights and accessories have a history of durability, resulting in limiting the down time of the emergency response vehicles. These are the lights built-in to the vehicles at the factory, and are used in conjunction with existing equipment, and as a component to be interfaced with existing equipment.

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. Emergency Lights and Accessories – SAFD

This contract is within the scope of the 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.

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. Emergency Lights and Accessories – SAFD – Should this contract not be approved, the department will be required to procure the emergency vehicle lights and accessories on an as needed basis. This will create increased cost due to non-contract buying. In addition, this may reduce service to the residents of San Antonio as emergency vehicles such as fire trucks and EMS units are not equipped with these lights to handle emergencies expeditiously.

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 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.