



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 11

**Agenda Date:** September 21, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

8/31/2023 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 \$46,000 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. Alanis Wrecker Service for Towing Services for Mobile Stages, \$46,000 annually (1 contract, Parks and Recreation 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 low bid:**

A. Alanis Wrecker Service for Towing Services for Mobile Stages, \$46,000 annually, upon award through June 30, 2026 with two, one-year renewal options – will provide the Parks and Recreation Department with an experienced, state licensed, and qualified towing service company to provide towing services of three City owned 40' x 9.5' mobile stages. The mobile stages are on existing trailers that require towing only and are used for various events requiring mobile staging such as departmental dance and special event performances, church festivals, concerts, and the Rock-n-Roll Marathon.

**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. Towing Services for Mobile Stages**

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee set a 15% Minority/Women Business Enterprise (M/WBE) subcontracting goal. Alanis Wrecker Service has committed to 15% M/WBE subcontractor participation.

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. Towing Services for Mobile Stages - Should this contract not be approved, the City would be required to solicit quotes for required towing services on an as needed basis, where increased costs due to non-contract buying could be realized. Non-contract rates may result in increased costs and adversely affect timeliness 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 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 low bid and a Contract Disclosure Form is not required.