



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 18

Agenda Date: September 21, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Motorized Roller Shades, Equipment & Installation for Development Services Department

SUMMARY:

This ordinance authorizes a contract with Ybarra Group, Inc., in the amount of \$69,220.00 for the removal of an existing window roller shade system and the installation of a new window roller shade system and control panel. Funding in the amount of \$69,220.00 is available from the Development Services Fund and included in the FY 2024 – FY 2029 Capital Improvement Program.

BACKGROUND INFORMATION:

This ordinance authorizes a contract with Ybarra Group, Inc., for the removal of an existing window roller shade system and the installation of a new window roller shade system and control panel at the Cliff Morton Development and Business Services Center (“One Stop”).

The current window roller shade system was installed at the One Stop facility about 20 years ago. It has since lost its integrity from an energy efficiency standpoint and its wear and tear condition. Motors have stopped working and some shades no longer move up or down. Additionally, the

blinds no longer serve as a barrier on warm days, and instead raise the temperature in the lobby, causing cooling systems to work harder to keep the lobby from getting too hot.

The City issued a Formal Invitation for Bid (IFB) for “Motorized Roller Shades, Equipment & Installation” (IFB 6100016660) on March 29, 2023 with a submission deadline of April 19, 2023. The IFB was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential respondents. One (1) proposal was received. Ybarra Group, Inc., met the published specifications and is recommended for award.

ISSUE:

This contract will provide DSD with a one-time purchase for the removal of an existing window roller shade system and the installation of a new window roller shade system and control panel at the Cliff Morton Development and Business Services Center.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

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 Business Program does not apply to good/supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

If the contract is not approved, the existing window shade system is inoperable and is not cost efficient to repair. Additionally, the blinds no longer serve as a barrier on warm days causing cooling systems to work harder to keep the lobby from getting too hot.

FISCAL IMPACT:

This ordinance authorizes a contract with Ybarra Group, Inc., in the amount of \$69,220.00 for the removal of an existing window roller shade system and the installation of a new window roller shade system and control panel. Funding in the amount of \$69,220.00 is available from the Development Services Fund and included in the FY 2024 – FY 2029 Capital Improvement Program.

RECOMMENDATION:

Staff recommends the approval of the contract with Ybarra Group, Inc., to provide the Development Services Department with motorized roller shades, equipment and installation for a total cost of \$69,220.00.

This contract is procured on the basis of a low bid and a Contracts Disclosure Form is not required.