



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 7

Agenda Date: October 12, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Electric Golf Carts & Utility Carts for Convention and Sports Facilities Department and Aviation Department

SUMMARY:

This ordinance authorizes a contract with JRE Golf Cars, LLC to provide eleven replacement electric golf and utility carts for the Convention and Sports Facilities Department, and Aviation Department for a total cost of \$233,081.00. Funding for 10 replacement is available in the amount of \$214,288.00 in the Hotel Occupancy Tax Fund FY 2024 Adopted Budget. Funding for one replacement is available in the amount of \$18,793.00 in the Airport Operating and Maintenance Fund FY 2024 Adopted Budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a bid submitted by JRE Golf Cars, LLC to provide 11 electric golf carts and utility carts as follows: (1) electric maintenance utility vehicle, (1) electric flatbed utility vehicle, (3) electric two seat 2x4 utility terrain vehicles, and (6) electric four seat golf carts. This equipment is used by the Convention and Sports Facilities Department to perform maintenance, security patrols, and other related on-call event support, and by the Aviation Department for security at the San Antonio International Airport.

The City issued an Invitation for Bids (IFB) for Electric Golf Carts and Utility Carts (IFB 6100016828) on May 17, 2023, with a submission deadline of June 7, 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 bid response was received and was deemed eligible for review. JRE Golf Cars, LLC is recommended for award and meets the published bid specifications.

The term of the agreement will be for the period upon award by City Council and will terminate upon delivery of all goods ordered.

ISSUE:

This contract will provide 11 electric golf and utility carts for the Alamodome and Aviation Operations for maintenance, support and security patrol.

JRE Golf Cars, LLC warrants the carts with a two-year warranty on the body and a one-year on the battery. Life span of electric and utility carts is 120 months.

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 goods/supplies contracts, so no preference was applicable to this contract.

ALTERNATIVES:

The current golf carts and utility carts are scheduled for replacement and have met the age and/or hour requirement cycles and are no longer economically feasible to repair. If these golf carts and utility carts are not replaced, Alamodome and Aviation Operations may be compromised, thus creating the potential for delays in the delivery of essential services to the residents of San Antonio.

FISCAL IMPACT:

This ordinance authorizes a contract with JRE Golf Cars, LLC to provide eleven replacement electric golf and utility carts for the Convention and Sports Facilities Department, and Aviation Department for a total cost of \$233,081.00. Funding for 10 replacement is available in the amount of \$214,288.00 in the Hotel Occupancy Tax Fund FY 2024 Adopted Budget. Funding for one replacement is available in the amount of \$18,793.00 in the Airport Operating and Maintenance

Fund FY 2024 Adopted Budget.

RECOMMENDATION:

Staff recommends approval of an ordinance for acceptance of a contract with JRE Golf Cars, LLC to provide the Convention & Sports Facilities Department and Aviation Department with eleven electric golf carts and utility carts for a total cost of \$233,081.00.

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