



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 8

Agenda Date: October 14, 2021

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

10/14/2021 Annual Contracts

SUMMARY:

An ordinance awarding three contracts to provide the City with commodities and services on an annual basis for the term of the contract, for an estimated annual cost of \$144,000.00. 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. Orafol Americas, Inc. and American Traffic Safety Materials, Inc. for Transparent Non-Reflective Film, \$116,000.00 annually (2 contracts, Public Works)
- B. Trident Computer Corporation for Printable Baggage Tags and Boarding Passes for San Antonio International Airport, \$28,000.00 annually; \$140,000.00 contract period (1 contract, Aviation)

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.

Contracts procured on the basis of low bid:

A. Orafol Americas, Inc. and American Traffic Safety Materials, Inc. for Transparent Non-Reflective Film, \$116,000.00 annually, upon award through March 31, 2024 with two, one-year renewal options – will provide Public Works Department, Traffic Division with transparent non-reflective film to be utilized for the fabrication of street signs and directional markings for use on street and highway traffic signs.

B. Trident Computer Corporation for Printable Baggage Tags and Boarding Passes for San Antonio International Airport, \$28,000.00 annually; \$140,000.00 contract period, upon award through December 31, 2024 with two, one-year renewal options – will provide and deliver blank, printable baggage tags and boarding passes for the Aviation Department. These consumable paper products are required for the operation of the San Antonio International Airport's common use printers in Terminal A.

ISSUE:

These contracts represent 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. Transparent Non-Reflective Film

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.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program was not applied.

The Veteran-Owned Small Business Preference Program does not apply to good/supplies contracts, so no preference was applied to this contract.

B. Printable Baggage Tags and Boarding Passes

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.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program was not applied.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

A. Transparent Non-Reflective Film - Should this contract not be approved, the Public Works Department, Traffic Division will be required to process individual procurements as need arises. Therefore, processing requirements as spot-purchases will not realize a cost savings customarily associated with long-term agreements.

B. Printable Baggage Tags and Boarding Passes - Should this contract not be approved, the Aviation Department will be required to process individual procurements to provide blank, printable baggage tags and boarding passes on an as-needed basis. Procuring outside of a contract will likely result in negative impacts on the timeliness, efficiency, and cost of procuring the required forms.

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 these contracts submitted through this ordinance to provide the City with specified services on an annual contract basis. These annual contracts are critical to the City's daily operations.

These contracts were procured on the basis of low bid, and Contract Disclosure Forms are not required.