



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 7

**Agenda Date:** December 9, 2021

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

12/9/2021 Annual Contracts

**SUMMARY:**

An ordinance awarding two 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 \$303,000.00. 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. Intervet, Inc., dba Merck Animal Health for Feline and Canine Biologicals, \$203,000.00 annually (1 contract, Animal Care Services)
- B. Nardis Public Safety for Public Safety Uniforms and Accessories, \$100,000.00 annually (1 contract, Citywide)

**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 public health and safety exemption:**

A. Intervet, Inc., dba Merck Animal Health for Feline and Canine Biologicals, \$203,000.00 annually, upon award through December 31, 2024 with two, one-year renewal options – will provide a variety of feline and canine biologicals as well as flea/tick preventions to benefit animals served by Animal Care Services (ACS). As a municipally-owned animal shelter, ACS operates under an open-admission system, caring for approximately 30,000 animals per year. These products prevent the spread of communicable disease as well as zoonotic diseases such as rabies that can not only place citizens at risk of contracting the disease, but also pose a direct threat to their life, both from the disease and the animal carrying the disease. Based upon the department’s experience, the Merck products have been proven effective against the spread of disease. These biologicals and prevention medications from Merck will ensure ACS animals entering the ACS facility are properly vaccinated and protected from disease.

**Cooperative:**

B. Nardis Public Safety for Public Safety Uniforms and Accessories, \$100,000.00 annually, upon award through March 31, 2022, with a one-year renewal option per Buy Board contract 603-20 – will provide public safety, security and law enforcement uniforms for the civilian staff supporting the Aviation, Development Services, Police, Fire, Parks and Recreation, Municipal Court, and Animal Care Services Departments. Major clothing and accessory brands included are 5.11 Tactical, Blauer, Flying Cross, Blackinton, Propper, Spiewak, Thorogood, and Tru Spec.

This procurement is made utilizing the Buy Board cooperative contract number 603-20 and will be made in accordance with the Interlocal Agreement number 97097 passed on 1/30/2003.

**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. Feline and Canine Biologicals

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.

This contract is exempt from the Local Preference Program.

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

B. Public Safety Uniforms and Accessories

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.

This contract is exempt from the Local Preference Program.

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. Feline and Canine Biologicals - Should this contract not be approved, requirements for feline and canine biologicals would be procured by the Animal Care Services Department as needed. Establishing a requirement supply contract will allow the Department to realize cost savings by aggregating long-term demands and reduce the administrative costs associated with soliciting small, repetitive and frequent purchases.

B. Public Safety Uniforms and Accessories - Should this contract not be approved, the City of San Antonio will be required to process individual procurements on an as needed basis. Therefore, the ordering departments will not realize the cost savings of utilizing a cooperative agreement.

**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 public health and safety exemption and cooperative contracting, and Contract Disclosure Forms are not required.