



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 6

Agenda Date: November 3, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

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 \$510,000.00 annually. 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. Gonzalez Auto Parts Ltd., for auto light duty truck drum and brake parts, \$60,000.00 annually (1 contract, Citywide)
- B. Zamorano Enterprises, Inc., for decorative dual metal trash recycle receptacles, \$420,000.00 annually (1 contract, Parks and Recreation Department)
- C. Digital Sandbox, Inc., for DS7 (Digital Sandbox) maintenance and support, \$30,000.00 annually (1 contract, San Antonio Fire Department 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. Gonzalez Auto Parts Ltd., for auto light duty truck drum and brake parts, \$60,000.00 annually, upon award through June 30, 2025 with two, one-year renewal options – will provide replacement automobile parts (to include Police vehicles) and light duty pick-up trucks drums and brake parts for multi-line foreign and domestic vehicles and pick-up trucks up to 1 ½ tons. The contract will be utilized City-wide.

B. Zamorano Enterprises, Inc., for decorative dual metal trash recycle receptacles, \$420,000.00 annually, upon award or January 1, 2023, whichever is later, through December 31, 2025 with two, one-year renewal options - will provide Parks and Recreation Department with a contractor to furnish and deliver decorative dual metal trash / recycle receptacles on an “as needed” basis. These receptacles will be utilized at various locations throughout the City.

Sole Source:

C. Digital Sandbox, Inc., Digital Sandbox, Inc., for DS7 (Digital Sandbox) maintenance and support, \$30,000.00 annually, upon award for one-year, with four, one-year renewal options – will provide maintenance and support to the Constellation and Security Platform, operationally known as Haystax. This product software suite is the only comprehensive commercial asset risk management and emergency operations situational awareness that contains integrated web-based applications for the core functions of asset risk and threat management, critical infrastructure cataloging, security/vulnerability assessment, risk analysis, and risk-based prioritization for emergency operation centers. The product suite provides access to user training, informed support tasks, rights to access Haystax proprietary database, and technical support. This item is being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered Sole Source.

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. Light Duty Trucks Drums and Brake Parts

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.

In accordance with the Local Preference Program, no local preference was applied since the local bidder is not within 3% of the recommended lowest non-local bidder.

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

B. Decorative Dual Metal Trash Recycle Receptacles

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Zamorano Enterprises, Inc. is a small, minority-owned firm that will be self-performing the 11% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

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, no preference was s applied to this contract.

C. Digital Sandbox

The awarded contract is exempt from the Small Business Economic Development Advocacy (SBEDA) Ordinance.

This contract is an exception to the Local Preference Programs.

The Veteran-Owned Small Business Preference Program does not apply to non-professional services contracts, no preference was s applied to this contract.

ALTERNATIVES:

A. Light Duty Trucks Drums and Brake Parts - Should this contract not be approved, the departments will be required to process individual procurements for automobile and light duty pick-up trucks' drum and brake parts as needs arise. Non-contract rates may result in increased costs and adversely affect timeliness of repair of equipment.

B. Decorative Dual Metal Trash Recycle Receptacles - Should this contract not be approved, the Parks and Recreation Department will be required to process individual procurements for decorative dual metal trash/recycle receptacles on an as needed basis wherein increased costs due to non-contract buying could be realized.

C. Digital Sandbox - Should this contract not be approved, the San Antonio Fire Department will be required to purchase maintenance and support for the Constellation and Security Platform (Haystax) on a as needed basis wherein the City would incur increased cost due to non-contract pricing and could cause delay in the delivery of the required service and any software updates needed to maintain services.

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 sole source and Contract Disclosure Forms are not required.