

City of San Antonio



AGENDA

City Council A Session

Municipal Plaza Building
114 W. Commerce Street
San Antonio, Texas 78205

Thursday, March 27, 2025

9:00 AM

Municipal Plaza Building

The City Council will hold its regular meeting in the Norma S. Rodriguez Council Chamber in the Municipal Plaza Building beginning at the above referenced date and time for the following items. Once convened, the City Council will take up the following items in any order during the meeting but no sooner than the designated times.

9:00AM: Call to Order

Members of the public can comment on items on the agenda. To sign up to speak visit www.saspeakup.com. Click on meetings and events and select the meeting you'd like to participate in. Sign up to speak or submit a written comment. Questions relating to these rules may be directed to the Office of the City Clerk at (210) 207-7253.

Individuals signing up for public comment may register for VIA bus fare or parking validation at www.saspeakup.com. VIA bus fare or parking at City Tower Garage (located at 100 Blk N. Main) will be provided to individuals who request the assistance. Staff will provide VIA bus fare passes and parking validation tickets in the lobby of City Council Chambers.

To view the Live meeting please view our [Live Stream](#)

During the meeting, the City Council may meet in executive session for consultation with the City Attorney's Office concerning attorney-client matters under Chapter 551 of the Texas

Government Code.

ACCESS STATEMENT

The City of San Antonio ensures meaningful access to City meetings, programs and services by reasonably providing: translation and interpretation, materials in alternate formats, and other accommodations upon request. To request these services call (210) 207-2098 or Relay Texas 711 or by requesting these services online at <https://www.sanantonio.gov/DEI/Language-Services>. Providing at least 72 hours' notice will help to ensure availability.

Intérpretes en español estarán disponibles durante la junta del consejo de la ciudad para los asistentes que lo requieran. También se proveerán intérpretes para los ciudadanos que deseen exponer su punto de vista al consejo de la ciudad. Para más información, llame al (210) 207-7253.

For additional information on any item on this agenda, please visit www.sanantonio.gov or call (210) 207-7080.

4. Ordinance approving a contract with N & M James Enterprises, Inc., to provide lawn equipment replacement parts and repair services for various City Departments beginning upon award and ending December 31, 2027, with two additional, one-year renewal options, for an estimated cost of \$107,000 annually, and an estimated total cost of \$535,000 over the entire contract term. Funding is from the General Fund FY 2025 Adopted Budget in the amount of \$24,000, from the Parking Operating and Maintenance FY 2025 Adopted Budget in the amount of \$1,500, and the Storm Water Operating FY 2025 Adopted Budget in the amount of \$31,000. Funding for subsequent years is contingent upon City Council approval of the annual budget. [Ben Gorzell Jr., Chief Financial Officer; Troy Elliott, Deputy Chief Financial Officer, Finance]

THE CITY COUNCIL MAY RECESS FOR LUNCH AND RECONVENE TO CONSIDER ANY UNFINISHED COUNCIL BUSINESS

6:00 P.M. – If the Council has not yet adjourned, the presiding officer shall entertain a motion to continue the council meeting, postpone the remaining items to the next council meeting date, or recess and reconvene the meeting at a specified time on the following day.

Printed on: 03/30/2025 08:30 AM



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: March 27, 2025

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Lawn Equipment Parts & Service

SUMMARY:

This ordinance approves a contract with N & M James Enterprises, Inc. to provide lawn equipment parts and services to be utilized by Center City Development Operations (CCDO), Development Services (DSD), Parks and Recreation, Public Works (PW), San Antonio Fire Department (SAFD), and various other City Departments for an estimated annual cost of \$107,000, and an estimated total cost of \$535,000 beginning upon award through December 31, 2027, with the option for the City to renew for two additional, one-year periods. Funding is available from the General Fund FY 2025 Adopted Budget in the amount of \$24,000, from the Parking Operating and Maintenance FY 2025 Adopted Budget in the amount of \$1,500, and the Storm Water Operating FY 2025 Adopted Budget in the amount of \$31,000. Funding for subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

This contract will provide for lawn equipment parts and services for various brands of lawn maintenance equipment such as mowers, edgers, and chain saws utilized by City departments for landscape maintenance throughout the City.

The City issued an Invitation for Bid (IFB) for “Annual Contract for Lawn Equipment Parts & Service” (IFB 6100018259) on June 26, 2024, with a submission deadline of July 17, 2024. 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 bidders. Three bids were received, and one bid was deemed nonresponsive for failure to meet bid requirements. N & M James Enterprises, Inc. met the published specifications and is recommended for award.

The initial term of the agreement will be for the period upon award by City Council through December 31, 2027; two, one-year renewal options at the City’s option will also be authorized by this ordinance.

ISSUE:

This contract will provide mower, edger, and chain saw parts and repair services to be utilized by the Center City Development Operations, Development Services, Parks and Recreation, Public Works, Fire, and various other City departments. These services are required for the repair of various brands of lawn equipment utilized in landscape maintenance throughout the City.

This contract is within the scope of the Small Business Economic Development Advocacy (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.

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 or non-professional services contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, foreseeable repairs for mower, edger, and chain saw parts would cause downtime for City lawn equipment. Departments would be required to issue purchase orders on an as needed basis to meet the demands, which would result in a higher cost and delay in repairing equipment.

FISCAL IMPACT:

This ordinance approves a contract with N & M James Enterprises, Inc. to provide lawn equipment parts and services to be utilized by Center City Development Operations (CCDO), Development Services (DSD), Parks and Recreation, Public Works (PW), San Antonio Fire Department (SAFD), and various other City Departments for an estimated annual cost of \$107,000, beginning upon award through December 31, 2027, with the option for the City to renew for two additional,

one-year periods for an estimated total cost of \$535,000. Funding is available from the General Fund FY 2025 Adopted Budget in the amount of \$24,000, from the Parking Operating and Maintenance FY 2025 Adopted Budget in the amount of \$1,500, and the Storm Water Operating FY 2025 Adopted Budget in the amount of \$31,000. Funding for subsequent years is contingent upon City Council approval of the annual budget.

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the departments' adopted budget approved by City Council. Purchases made by the departments are as needed and dependent on available funds within their adopted budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

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

**City of San Antonio
Final Bid Tabulation**

Opened: July 17, 2024			Local		Non-Local		Local	
For: Annual Contract for Lawn Equipment Parts & Service			N & M James Enterprises, Inc. 5034 Rigsby San Antonio, TX 78222 1-210-913-7399		Hill Country Outdoor Power 2914 Montopolis #200 Austin, TX 78741		DeWinne Equipment Co. 11002 Bandera Rd San Antonio, TX 78250	
6100018259			MJM					
Item	Description	Quantity			NAS			
1	BRIGGS & STRATTON							
A)	Parts							
1	Percent of discount offered		10%		15%		No Bid	
2	Product Identification (Manufacturer)		BRPP		Briggs and Straton			
3	Type of price schedule (dealer, jobber, etc.)		Dealer		Dealer			
4	Price Schedule Number		Distributor Price File		07.09.2024			
5	Date of Price Schedule		2/12/2024		07.09.2024			
6	Price schedule column on which discount is based (i.e., distributor, net, wholesale, etc.)		List		List Price			
7	Warranty		30 Days		Mfg Standard Warranty Terms			
B)	Labor and Service							
1	Labor Rate for Service (annual estimate 12 hours)	12	\$48.00		\$125.00			
			\$576.00		\$1,500.00			
2	ECHO							
A)	Parts							
1	Percent of discount offered		10%		15%			
	Cost Plus %				N/A		20%	
2	Product Identification (Manufacturer)		ECHP		Echo		Echo	
3	Type of price schedule (dealer, jobber, etc.)		Dealer		Dealer		Dealer	
4	Price Schedule Number		Distributor Price File		07.09.2024		N/A	
5	Date of Price Schedule		10/16/2023		07.09.2024		October-2023	
6	Price schedule column on which discount is based (i.e., distributor, net, wholesale, etc.)		List		List Price		NET	
7	Warranty		30 Days		Mfg Standard Warranty Terms		30 Days	
B)	Labor and Service							
1	Labor Rate for Service (annual estimate 50 hours)	50	\$48.00		\$125.00		\$105.00	
			\$2,400.00		\$6,250.00		\$5,250.00	
3	Deleted							
4	HONDA							
A)	Parts							
1	Percent of discount offered		10%		15%		No Bid	
2	Product Identification (Manufacturer)		HONP		Honda			
3	Type of price schedule (dealer, jobber, etc.)		Dealer		Dealer			
4	Price Schedule Number		Distributor Price File		07.09.2024			
5	Date of Price Schedule		7/1/2024		07.09.2024			
6	Price schedule column on which discount is based (i.e., distributor, net, wholesale, etc.)		List		List Price			
7	Warranty		30 Days		Mfg Standard Warranty Terms			
B)	Labor and Service							
1	Labor Rate for Service (annual estimate 60 hours)	60	\$48.00		\$125.00			
			\$2,880.00		\$7,500.00			
5	Deleted							
6	SHINDAIWA							
A)	Parts							
1	Percent of discount offered		10%		15%		No Bid	
2	Product Identification (Manufacturer)		ECHP		Shindaiwa			
3	Type of price schedule (dealer, jobber, etc.)		Dealer		Dealer			
4	Price Schedule Number		Distributor Price File		07.09.2024			
5	Date of Price Schedule		10/16/2023		07.09.2024			
6	Price schedule column on which discount is based (i.e., distributor, net, wholesale, etc.)		List		List Price			
7	Warranty		30 Days		Mfg Standard Warranty Terms			

**City of San Antonio
Final Bid Tabulation**

Opened: July 17, 2024			Local		Non-Local	Local
For: Annual Contract for Lawn Equipment Parts & Service			N & M James Enterprises, Inc. 5034 Rigsby San Antonio, TX 78222 1-210-913-7399		Hill Country Outdoor Power 2914 Montopolis #200 Austin, TX 78741	DeWinne Equipment Co. 11002 Bandera Rd San Antonio, TX 78250
6100018259			MJM			
Item	Description	Quantity				
B)	Labor and Service				NAS	
1	Labor Rate for Service (annual estimate 30 hours)	30	\$48.00	\$125.00		
			\$1,440.00	\$3,750.00		
7	SNAPPER					
A)	Parts					
1	Percent of discount offered		10%	15%		No Bid
2	Product Identification (Manufacturer)		BRPP	Snapper		
3	Type of price schedule (dealer, jobber, etc.)		Dealer	Dealer		
4	Price Schedule Number		Distributor Price File	07.09.2024		
5	Date of Price Schedule		2/12/2024	07.09.2024		
6	Price schedule column on which discount is based (i.e., distributor, net, wholesale, etc.)		List	List Price		
7	Warranty		30 Days	Mfg Standard Warranty Terms		
B)	Labor and Service					
1	Labor Rate for Service (annual estimate 20 hours)	20	\$48.00	\$125.00		
			\$960.00	\$2,500.00		
8	STIHL					
A)	Parts					
1	Percent of discount offered		10%	15%		No Bid
2	Product Identification (Manufacturer)		STQP	STIHL		
3	Type of price schedule (dealer, jobber, etc.)		Dealer	Dealer		
4	Price Schedule Number		Distributor Price File	07.09.2024		
5	Date of Price Schedule		2/27/2024	07.09.2024		
6	Price schedule column on which discount is based (i.e., distributor, net, wholesale, etc.)		List	List Price		
7	Warranty		30 Days	Mfg Standard Warranty Terms		
B)	Labor and Service					
1	Labor Rate for Service (annual estimate 68 hours)	68	\$48.00	\$125.00		No Bid
			\$3,264.00	\$8,500.00		
	PICKUP AND SERVICE HOURS:					
	Business hours are from ____ A.M. to ____ P.M.		<u>8</u> A.M. to <u>5</u> P.M.			
	____ days per week.		<u>5</u> days per week.			
	Payment Terms:		2%, Net 10	Net 30		Net 30
	Prompt Payment Discount:		2%	0%		0%
	Labor Services		\$11,520.00	\$30,000.00		
	Parts		\$95,000.00	\$95,000.00		
	Estimated Annual Total:		\$106,520.00	\$125,000.00		Incomplete
	Estimated Annual Award:		\$106,520.00			

Deleted: Items 3 and 5, will be re-bid

007- SIGNATURE PAGE

By submitting a bid, Bidder represents that:

(s)he is authorized to bind Bidder to fully comply with the terms and conditions of City's Invitation for Bid for the prices stated therein;

(s)he has read the entire document, including the final version issued by City, and agreed to the terms therein;

Bidder is in good standing with the Texas State Comptroller's Office; and

to the best of his/her knowledge, all information is true and correct.

If submitting your bid by paper, complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your bid.

Bidder Information

Please Print or Type

Vendor ID No. V1015372

Signer's Name Jeffrey James

Name of Business James Lawnmower Sls + Serv

Street Address 5034 Riggsby


City, State, Zip Code San Antonio, TX 78222

Email Address Jeff@JamesLawnmower.com

Telephone No. 210-913-7399

Fax No. 210-648-3636

City's Solicitation No. IFB 6100018259 LAWN EQUIPMENT PARTS AND SERVICE



Signature of Person Authorized to Sign Bid

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL,
SIGNED ORDINANCE ADOPTED BY THE CITY COUNCIL.**

ORDINANCE

APPROVING A CONTRACT WITH N & M JAMES ENTERPRISES, INC., TO PROVIDE LAWN EQUIPMENT REPLACEMENT PARTS AND REPAIR SERVICES FOR VARIOUS CITY DEPARTMENTS BEGINNING UPON AWARD AND ENDING DECEMBER 31, 2027, WITH TWO ADDITIONAL, ONE-YEAR RENEWAL OPTIONS, FOR AN ESTIMATED COST OF \$107,000.00 ANNUALLY, AND AN ESTIMATED TOTAL COST OF \$535,000.00 OVER THE ENTIRE CONTRACT TERM. FUNDING IS FROM THE GENERAL FUND FY 2025 ADOPTED BUDGET IN THE AMOUNT OF \$24,000.00, FROM THE PARKING OPERATING AND MAINTENANCE FY 2025 ADOPTED BUDGET IN THE AMOUNT OF \$1,500.00, AND THE STORM WATER OPERATING FY 2025 ADOPTED BUDGET IN THE AMOUNT OF \$31,000.00. FUNDING FOR SUBSEQUENT YEARS IS CONTINGENT UPON CITY COUNCIL APPROVAL OF THE ANNUAL BUDGET.

* * * * *

WHEREAS, bids were submitted to provide the City of San Antonio with replacement parts and repair services for lawn mowers, edgers, and chain saws for various City departments; and

WHEREAS, the low bid was submitted by N & M James Enterprises, Inc., for an estimated annual cost of \$107,000.00, beginning upon award through December 31, 2027, with the option for the City to renew for two additional, one-year periods, for an estimated total cost of \$535,000.00 over the entire contract term including renewals; and

WHEREAS, all expenditures will be in accordance with the applicable fiscal year's budget approved by City Council; **NOW THEREFORE**:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The bid submitted by N & M James Enterprises, Inc., to provide lawn equipment replacement parts and repair services for various City Departments for an estimated annual cost of \$107,000.00, beginning upon award through December 31, 2027, with the option for the City to renew for two additional, one-year periods is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. Attached hereto and incorporated herein for all purposes as **Exhibit I** is a copy of the bid tabulation sheet.

SECTION 2. Funds will be encumbered upon issuance of purchase orders, and payment is authorized to N & M James Enterprises, Inc., for an estimated annual cost of \$107,000.00. All expenditures will be in accordance with the Fiscal Year 2025 budget and subsequent budgets for the duration of this contract as approved by City Council.

SECTION 3. The financial allocations in this ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this ordinance.

SECTION 4. This ordinance is effective immediately upon passage by eight affirmative votes; otherwise it is effective on the tenth day after passage.

PASSED and APPROVED this ___ day of _____, 2025.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney