

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.

9. Ordinance approving the following contracts and amendment establishing unit prices for goods and services for an estimated cost of \$1,132,000 annually, included in the respective department's FY 2025 Adopted Budget: (A) ODP Business Solutions, LLC, for office, computer, electronics, and breakroom supplies for City departments; (B) Jimenez MotorSports, LLC, dba BMW Motorcycles of San Antonio for BMW motorcycle maintenance and repair services and parts for the San Antonio Police Department; and (C) an amendment to the contract with Vrooz, Inc., for Vrooz Catalog Management for the Finance Department. [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 08:42 AM



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 9

Agenda Date: March 27, 2025

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

3/27/2025 Annual Contracts

SUMMARY:

Approval of this ordinance awards two contracts and authorizes one amendment to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated annual amount of \$1,132,000. This ordinance provides the procurement of the following items, as needed, and dependent on the departments' available budget, for the term of the contracts:

- A. ODP Business Solutions, LLC for Office, Computer, Electronics, and Break room Supplies - Citywide, \$889,000 annually (1 contract, Citywide)
- B. Jimenez MotorSports, LLC dba BMW Motorcycles of San Antonio for San Antonio Police Department (SAPD) Motorcycle Parts and Labor, \$90,000 annually (1 contract, Police Department)
- C. Vrooz, Inc. for Amendment I to extend Annual Contract for Vrooz Catalog Management for the Finance Department, \$153,000 annually (1 contract amendment, Finance 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.

Procured on the basis of low bid

A. ODP Business Solutions, LLC for Office, Computer, Electronics, and Break room Supplies - Citywide, \$889,000 annually, beginning April 1, 2025 through March 31, 2028, with 3, 1-year renewal options – will provide departments with the purchase and delivery of a wide assortment of general office, break room, school and computer supplies as well as office equipment, calendars, planners and visual presentation aids for various departments and facilities throughout the City.

Procured on the basis of public health or safety

B. Jimenez MotorSports, LLC dba BMW Motorcycles of San Antonio for the San Antonio Police Department (SAPD) Motorcycle Parts and Labor, \$90,000 annually, beginning upon award through September 30, 2027, with 2, 1-year renewal options – will provide the Police Department with a certified contractor that will provide BMW Motorcycle parts, maintenance, and repair services for BMW motorcycles utilized by the Traffic Patrol Unit for general traffic safety and for traffic citation duties.

Amendment

C. Vrooz, Inc. for Amendment I to extend Annual Contract for Vrooz Catalog Management for the Finance Department, \$153,000 annually, beginning April 1, 2025 through March 31, 2028 – will provide the Finance Department's Procurement Division, with a three-year contract extension for the Vrooz Catalog + Marketplace Platform Software Subscription, to include annual maintenance, and product upgrades.

ISSUE:

These contracts and amendment 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. ODP Business Solutions, LLC for Office, Computer, Electronics, and Break room Supplies - Citywide

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or woman-owned businesses available to provide these items.

In accordance with the Local Preference Program, no local preference was applied since the local bidder is not within 3% or 5% of the recommended lowest non-local bidder.

B. Jimenez MotorSports, LLC dba BMW Motorcycles of San Antonio for San Antonio Police Department Motorcycle Parts and Labor

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or woman-owned businesses available to provide these items.

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.

C. Vroozi, Inc. for Amendment I to extend Annual Contract for Vroozi Catalog Management for the Finance Department

The SBEDA program is not applicable to this amendment.

This contract amendment is an exception to the Local Preference Program.

Regarding all the contracts listed in this memo, the Veteran-Owned Small Business Preference Program does not apply to good/supplies or non-professional services, so no preference was applied to these contracts.

ALTERNATIVES:

Should these contracts and amendment not be approved, City departments will be required to process individual procurements for these items and services on an as needed basis and increased costs due to non-contract buying could be realized adversely affecting timelines of delivery.

FISCAL IMPACT:

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 upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends the acceptance of these contracts and amendment submitted through this ordinance to provide the City with specified services on an annual contract basis.

These contracts were procured on the basis of low bid, public health or safety and amendment; therefore, a Contract Disclosure Form is not required.

Opened: January 31, 2025							
For: Annual Contract for Office, Computer, Electronics, and Breakroom Supplies							
		Non-Local	Local	Non-Local	Non-Local	Local	Non-Local
		ODP Business Solutions, LLC	AHI Enterprises LLC	Asterisk Dot Technologies LLC	Cielo Office Products LLC	Gateway Printing & Office Supply, Inc.	Lakeshore Learning Materials LLC
6100018789 VF		6600 North Military Trail Boca Raton, FL 33496-2434	16120 College Oak, Suite 105 San Antonio, TX 78249	2210 Clearwater Dr Round Rock, TX 78681	1408 E. Jasmine Ave Ste A McAllen, TX 78501	14803 Bulverde Rd. San Antonio, TX 78247	2695 E Dominguez St Carson, CA 90895
Category	Description						
1	Badges & Badge Supplies			NAS	NAS		NAS
	Non-Core % Discount Offered	65%	49%	No Bid	0% - 90%	37%	No Bid
	Non-Core Price	\$10,981.69	\$8,538.49	No Bid	NAS	\$19,711.72	No Bid
	Core % Discount Offered	91% - 96%	43% - 68%	No Bid	36% - 55%	35% - 96%	No Bid
	Core Price	\$2,167.35	\$7,775.66	No Bid	\$7,590.12	\$2,689.15	No Bid
	Category 1 Total	\$13,149.04	\$16,314.15	No Bid	NAS	\$22,400.87	No Bid
2	Breakroom						
	Non-Core % Discount Offered	65%	51%	No Bid	0% - 90%	57%	No Bid
	Non-Core Price	\$85,110.23	\$131,799.86	No Bid	NAS	\$125,273.96	No Bid
	Core % Discount Offered	49% - 87%	13% - 66%	No Bid	8% - 64%	44% - 82%	No Bid
	Core Price	\$76,176.85	\$133,157.85	No Bid	\$107,657.38	\$109,332.76	No Bid
	Category 2 Total	\$161,287.08	\$264,957.71	No Bid	NAS	\$234,606.72	No Bid
3	Calendars						
	Non-Core % Discount Offered	65%	51%	No Bid	0% - 90%	57%	No Bid
	Non-Core Price	\$18,548.76	\$28,527.16	No Bid	NAS	\$31,400.09	No Bid
	Core % Discount Offered	38% - 77%	46% - 79%	No Bid	49% - 71%	38% - 77%	No Bid
	Core Price	\$17,804.95	\$24,862.94	No Bid	\$34,603.79	\$23,256.70	No Bid
	Category 3 Total	\$36,353.71	\$53,390.10	No Bid	NAS	\$54,656.79	No Bid
4	Chairmats						
	Non-Core % Discount Offered	65%	52%	No Bid	0% - 90%	37%	No Bid
	Non-Core Price	\$1,665.53	\$2,327.12	No Bid	NAS	\$2,847.73	No Bid
	Core % Discount Offered	30% - 75%	51% - 57%	No Bid	54% - 64%	48% - 60%	No Bid
	Core Price	\$2,029.74	\$2,224.76	No Bid	\$1,985.56	\$2,121.29	No Bid
	Category 4 Total	\$3,695.27	\$4,551.88	No Bid	NAS	\$4,969.02	No Bid
5	Cleaning & Sanitation						
	Non-Core % Discount Offered	65%	51%	No Bid	0% - 90%	55%	No Bid
	Non-Core Price	\$20,169.70	\$35,146.20	No Bid	NAS	\$34,438.53	No Bid
	Core % Discount Offered	37% - 84%	24% - 66%	No Bid	30% - 89%	38% - 83%	No Bid
	Core Price	\$22,995.02	\$28,456.82	No Bid	\$38,696.79	\$35,872.42	No Bid
	Category 5 Total	\$43,164.72	\$63,603.02	No Bid	NAS	\$70,310.95	No Bid
6	Clocks						
	Non-Core % Discount Offered	65%	59%	No Bid	0% - 90%	37%	No Bid
	Non-Core Price	\$1,376.03	\$1,752.75	No Bid	NAS	\$2,489.45	No Bid
	Core % Discount Offered	53% - 62%	44% - 66%	No Bid	62% - 68%	49% - 67%	No Bid
	Core Price	\$1,651.90	\$1,739.85	No Bid	\$1,158.54	\$1,344.70	No Bid
	Category 6 Total	\$3,027.93	\$3,492.60	No Bid	NAS	\$3,834.14	No Bid
7	Dry Erase and Bulletin Boards						
	Non-Core % Discount Offered	65%	57%	No Bid	0% - 90%	44%	5%
	Non-Core Price	\$12,108.30	\$14,176.78	No Bid	NAS	\$18,501.35	NAS
	Core % Discount Offered	38% - 93%	40% - 55%	No Bid	46% - 75%	21% - 86%	5%
	Core Price	\$11,558.37	\$17,010.19	No Bid	\$13,739.96	\$19,641.33	\$8,625.30
	Category 7 Total	\$23,666.67	\$31,186.97	No Bid	NAS	\$38,142.68	NAS

Opened: January 31, 2025							
For: Annual Contract for Office, Computer, Electronics, and Breakroom Supplies							
		Non-Local	Local	Non-Local	Non-Local	Local	Non-Local
		ODP Business Solutions, LLC	AHI Enterprises LLC	Asterisk Dot Technologies LLC	Cielo Office Products LLC	Gateway Printing & Office Supply, Inc.	Lakeshore Learning Materials LLC
6100018789 VF		6600 North Military Trail Boca Raton, FL 33496-2434	16120 College Oak, Suite 105 San Antonio, TX 78249	2210 Clearwater Dr Round Rock, TX 78681	1408 E. Jasmine Ave Ste A McAllen, TX 78501	14803 Bulverde Rd. San Antonio, TX 78247	2695 E Dominguez St Carson, CA 90895
Category	Description						
8	Frames & Sign Holders						
	Non-Core % Discount Offered	65%	52%	No Bid	0% - 90%	44%	No Bid
	Non-Core Price	\$17,365.29	\$15,043.75	No Bid	NAS	\$25,902.77	No Bid
	Core % Discount Offered	59% - 93%	40% - 73%	No Bid	38% - 68%	42% - 98%	No Bid
	Core Price	\$6,079.30	\$13,855.73	No Bid	\$11,826.99	\$8,242.42	No Bid
	Category 8 Total	\$23,444.59	\$28,899.48	No Bid	NAS	\$34,145.19	No Bid
9	Folders & Filing						
	Non-Core % Discount Offered	65%	60%	No Bid	0% - 90%	66%	No Bid
	Non-Core Price	\$26,911.12	\$42,685.84	No Bid	NAS	\$24,034.19	No Bid
	Core % Discount Offered	55% - 95%	38% - 89%	No Bid	45% - 90%	38% - 89%	No Bid
	Core Price	\$13,990.75	\$26,860.29	No Bid	\$33,975.89	\$20,559.13	No Bid
	Category 9 Total	\$40,901.87	\$69,546.13	No Bid	NAS	\$44,593.33	No Bid
10	General Office Supplies						
	Non-Core % Discount Offered	65%	58%	No Bid	0% - 90%	66%	No Bid
	Non-Core Price	\$152,129.23	\$166,394.99	No Bid	NAS	\$130,213.44	No Bid
	Core % Discount Offered	51% - 97%	29% - 91%	No Bid	40% - 86%	49% - 97%	No Bid
	Core Price	\$76,621.36	\$134,059.27	No Bid	\$281,042.13	\$87,516.80	No Bid
	Category 10 Total	\$228,750.59	\$300,454.26	No Bid	NAS	\$217,730.24	No Bid
11	Small Equipment & Aids						
	Non-Core % Discount Offered	65%	52%	No Bid	0% - 90%	37%	5%
	Non-Core Price	\$37,839.75	\$52,808.28	No Bid	NAS	\$71,802.84	NAS
	Core % Discount Offered	43% - 68%	43% - 68%	No Bid	27% - 87%	41% - 98%	5%
	Core Price	\$26,648.67	\$39,800.64	No Bid	\$40,081.97	\$34,048.20	\$5,176.41
	Category 11 Total	\$64,488.42	\$92,608.92	No Bid	NAS	\$105,851.04	NAS
12	Writing Supplies						
	Non-Core % Discount Offered	65%	53%	No Bid	0% - 90%	48%	5%
	Non-Core Price	\$58,533.51	\$78,696.48	No Bid	NAS	\$89,712.06	NAS
	Core % Discount Offered	60% - 92%	37% - 93%	No Bid	2% - 80%	41% - 92%	5%
	Core Price	\$43,758.50	\$71,559.13	No Bid	\$108,774.50	\$66,456.79	\$1,897.91
	Category 12 Total	\$102,292.01	\$150,255.61	No Bid	NAS	\$156,168.85	NAS
13	Mailing, Packaging & Shipping						
	Non-Core % Discount Offered	65%	53%	No Bid	0% - 90%	42%	No Bid
	Non-Core Price	\$969.57	\$969.57	No Bid	NAS	\$1,440.50	No Bid
	Core % Discount Offered	65% - 82%	33%-59%	No Bid	33% - 67%	63% - 77%	No Bid
	Core Price	\$673.20	\$969.57	No Bid	\$1,154.62	\$882.03	No Bid
	Category 13 Total	\$1,642.77	\$1,939.14	No Bid	No Bid	\$2,322.54	No Bid
14	Paper Products						
	Non-Core % Discount Offered	65%	60%	No Bid	0% - 90%	54%	No Bid
	Non-Core Price	\$20,644.75	\$22,155.26	No Bid	NAS	\$70,740.32	No Bid
	Core % Discount Offered	41% - 84%	24%-72%	No Bid	26% - 68%	40% 84%	No Bid
	Core Price	\$13,502.05	\$19,029.10	No Bid	\$18,686.71	\$15,351.54	No Bid
	Category 14 Total	\$34,146.80	\$41,184.36	No Bid	NAS	\$86,091.87	No Bid

Opened: January 31, 2025							
For: Annual Contract for Office, Computer, Electronics, and Breakroom Supplies							
		Non-Local	Local	Non-Local	Non-Local	Local	Non-Local
		ODP Business Solutions, LLC	AHI Enterprises LLC	Asterisk Dot Technologies LLC	Cielo Office Products LLC	Gateway Printing & Office Supply, Inc.	Lakeshore Learning Materials LLC
6100018789 VF		6600 North Military Trail Boca Raton, FL 33496-2434	16120 College Oak, Suite 105 San Antonio, TX 78249	2210 Clearwater Dr Round Rock, TX 78681	1408 E. Jasmine Ave Ste A McAllen, TX 78501	14803 Bulverde Rd. San Antonio, TX 78247	2695 E Dominguez St Carson, CA 90895
Category	Description						
15	School Supplies						
	Non-Core % Discount Offered	65%	51%	No Bid	0% - 90%	30%	5%
	Non-Core Price	\$5,011.33	\$7,116.57	No Bid	NAS	\$9,964.14	NAS
	Core % Discount Offered	78% - 95%	28%-60%	No Bid	43% - 89%	45% - 95%	5%
	Core Price	\$1,388.15	\$4,867.23	No Bid	\$3,895.64	\$1,857.01	\$541.22
	Category 15 Total	\$6,399.48	\$11,983.80	No Bid	NAS	\$11,821.14	NAS
16	Tape and Adhesives						
	Non-Core % Discount Offered	65%	46%	No Bid	0% - 90%	47%	No Bid
	Non-Core Price	\$12,105.44	\$17,896.58	No Bid	NAS	\$17,031.08	No Bid
	Core % Discount Offered	61% - 85%	7% - 69%	No Bid	30% - 86%	47% - 82%	No Bid
	Core Price	\$11,730.57	\$18,172.77	No Bid	\$15,427.99	\$13,673.44	No Bid
	Category 16 Total	\$23,836.01	\$36,069.36	No Bid	NAS	\$30,704.52	No Bid
17	Technology & Accessories						
	Non-Core % Discount Offered	65%	47%	5%-15%	0% - 90%	47%	-
	Non-Core Price	\$42,678.07	\$48,179.41	NAS	NAS	\$59,949.65	No Bid
	Core % Discount Offered	8% - 97%	1%-80%	13%-70%	4% - 84%	9% - 94%	-
	Core Price	\$36,071.85	\$54,420.34	\$44,028.13	\$54,637.76	\$42,170.06	No Bid
	Category 17 Total	\$78,749.92	\$102,599.75	NAS	NAS	\$102,119.72	No Bid
	Terms	Net 30	Net 30	Net 30	Net 30	Net 30	Net 30
	Sub Total	\$888,996.88	\$1,273,037.24			\$1,220,469.60	
	Percentage between lowest responsive bid and local bid:					37.29%	
	Price differential					\$331,472.72	
	Non-local Preference Award	\$888,996.88					
	Estimated Annual Total	\$888,996.88	\$1,273,037.24	NAS	NAS	\$1,220,469.60	NAS
	Estimated Annual Award	\$888,996.88					



CITY OF SAN ANTONIO
Finance Department - Procurement Division

FORMAL INVITATION FOR BID ("IFB") NO.: 6100018789

FORMAL ANNUAL CONTRACT FOR OFFICE, COMPUTER, ELECTRONICS
AND BREAKROOM SUPPLIES - CITYWIDE

Date Issued: JANUARY 8, 2025

BIDS MUST BE RECEIVED **NO LATER THAN:**
2:00 PM CST JANUARY 31, 2025

Bids MUST be submitted Electronically through the City's SAePS Vendor Portal

Bid Bond: NONE Performance Bond: NONE Payment Bond: NONE Other: NONE

See Supplemental Terms & Conditions for information on these requirements.

Affirmative Procurement Initiative: NONE DBE / ACDBE Requirements: NONE

See Instructions for Bidders and Attachments sections for more information on these requirements.

Pre-Submittal Conference * YES

A Pre-Submittal Conference is scheduled, for January 15, 2025, at 10:00 a.m. Central Time. The Pre-Submittal Conference will be held via WebEx meeting. Prospective Respondents may join the WebEx using the following instructions:

WebEx Call-in: 1-415-655-0001

Meeting Number (Access Code): 2631 772 0620

Meeting Password: # COSA

WebEx Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=mb98cdf6e27dba35c66350cc600d8b7ca>

Staff Contact Person: VELMA FONTENOT, PROCUREMENT SPECIALIST II.
Email: VELMA.FONTENOT@SANANTONIO.GOV

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003 - INSTRUCTIONS FOR BIDDERS

Submission of Bids.

****Bid submissions will only be accepted electronically through City's SAePS Portal****

Submission of Electronic Bids. Submit one bid electronically by the due date provided on the Cover Page. All times stated herein are Central Time. Any bid or modification received after the time and date stated on the Cover Page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.

Bids sent to City by mail, facsimile or email shall be rejected.

Modified Bids. Bids may be modified provided such modifications are received prior to the time and date set for submission of bids and submitted in the same manner as original bids. A modified bid will automatically replace a prior bid submission. See below for information on submitting Alternate Bids.

City shall not be responsible for lost or misdirected bids or modifications.

Bidder's electronic submission, with accompanying affirmations, constitutes a binding signature for all purposes.

Bidders are cautioned that they are responsible for the security of their log on ID and password, since unauthorized use could result in Bidder's being held liable for the submission.

Certified Vendor Registration Form. If Bidder has not completed City's Certified Vendor Registration (CVR) Form, Bidder is required to do so prior to the due date for submission of bids. The CVR form may be accessed at: <http://www.sanantonio.gov/purchasing/saeps>. Bidders must identify the correct name of the entity that will be providing the goods and/or services under the contract. No nicknames, abbreviations (unless part of the legal title), shortened or short-hand names will be accepted in place of the full, true and correct legal name of the entity.

Alternate Bids. Alternate bids may be allowed at the sole discretion of City.

Electronic Alternate Bids Submitted Through the Portal. All alternate bids are recorded with original bids when submitted electronically.

Catalog Pricing. (This section applies to bids using catalog pricing.)

The bid will be based on manufacturer's latest dated price list(s). Said price list(s) must denote the manufacturer, latest effective date and published price.

Bidders shall be responsible for providing one copy of the manufacturer's catalog for each manufacturer for which a bid is submitted. Bidder shall provide said catalog at the time of submission of its bid. Manufacturers' catalogs may be submitted in any of the following formats: paper copy, flash drive or CD ROM. **Catalogs shall be mailed to the Finance Department, Procurement Division, P.O. Box 839966, San Antonio, Texas 78283-3966 prior to bid opening.** Bidder shall submit a PDF file for proposals submitted electronically.

Bidders may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of City Purchasing & General Services Department.

Specified items identified herein, if any, are for overall bid evaluation and represent the commonly and most used items. Net prices entered for those specified items must reflect the actual price derived from quoted price list less all discounts offered.

Restrictions on Communication.

Bidders are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the IFB or bids from the time the IFB has been released until the contract is posted for consideration as a City Council agenda item during a meeting designated as an “A” session; and 2) City employees from the time the IFB has been released until the contract is awarded. These restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the IFB and/or bid submitted by Bidder. Violation of this provision by Bidder and/or its agent may lead to disqualification of Bidder’s bid from consideration.

Exceptions to the restrictions on communication with City employees include:

Bidders may ask verbal questions concerning this IFB at the Pre-Submittal Conference. If a Pre-Submittal Conference is not held Bidders may ask questions via email.

Bidders may submit written questions, or objections to specifications, concerning this IFB to the Staff Contact Person listed on the Cover Page on or before 7 calendar days prior to the date bids are due. Questions received after the stated deadline will not be answered. Questions submitted and City’s responses will be posted with this solicitation. All questions shall be sent by e-mail or through the portal.

Bidders may provide responses to questions asked of them by the Staff Contact Person after bids are received and opened. The Staff Contact Person may request clarification to assist in evaluating Bidder’s response. The information provided is not intended to change the bid response in any fashion. Such additional information must be provided within two business days from City’s request.

Bidders and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City’s Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the required SBEDA forms. The point of contact may be reached by telephone at (210) 207-3922 or by e-mail at SBEDAdocs@sanantonio.gov. *This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.*

Respondents may contact the Vendor Support staff at (210) 207-0118 or by email at vendors@sanantonio.gov for assistance with vendor registration and/or submitting electronic bids.

Pre-Submittal Conference.

If a Pre-Submittal Conference is scheduled, it will be held at the time and place noted on the Cover Page. Bidders are encouraged to prepare and submit their questions in writing in advance of the Pre-Submittal Conference in order to expedite the proceedings. City’s responses to questions received prior to the conference may be distributed at the Pre-Submittal Conference and posted with this solicitation. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents who join the WebEx Pre-Bid Conference are highly encouraged to email the solicitation’s Staff Contact Person confirming Respondent attendance and participation through the WebEx. Interpreters for the deaf must be requested at least 48 hours prior to the meeting. For other assistance, call (210) 207-7245 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City.

Changes to IFB.

Changes to this IFB made prior to bid opening shall be made directly to the original IFB. Changes are captured by creating a replacement version each time the IFB is changed. It is Bidder’s responsibility to check for new versions until the bid due date. City will assume that all bids received are based on the final version of the IFB as it exists on the day bids are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the IFB.

Preparation of Bids.

All information required by the IFB must be furnished or the bid may be deemed non-responsive and rejected. Any ambiguity in the bid as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of City.

Correct Legal Name. If Bidder is found to have incorrectly or incompletely stated the name of the entity that will provide goods and/or services, the bid may be rejected.

Line Item Bids. Any bid that is considered for award by each unit or line item, must include a price for each unit or line item for which Bidder wishes to be considered. All bids are awarded on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" bid in the Supplemental Terms & Conditions.

All or None Bids. Any bid that is considered for award on an "all or none" basis must include a price for all units or line items. In an "All or None" bid, a unit price left blank shall result in the bid being deemed nonresponsive and disqualified from consideration. An "All or None" bid is one in which City will award the entire contract to one bidder only.

Delivery Dates. Proposed delivery dates must be shown in the bid form where required and shall include weekends and holidays, unless specified otherwise in this IFB. Proposed delivery times must be specific. Phrases such as "as required", "as soon as possible" or "prompt" may result in disqualification of the bid. Special delivery instructions, if any, may be found in the Specifications / Scope of Services section of this document, or in the Purchase Order.

Tax Exemption. The City of San Antonio is exempt from payment of federal taxes, and State of Texas limited sales excise and use taxes. Bidders must not include such taxes in bid prices. An exemption certificate will be signed by City where applicable upon request by Bidder after contract award.

Description of Supplies.

Any brand names, catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate quality and capability desired.

Bids submitted for comparable items must clearly identify the proposed product, model, and type, as applicable, and shall include manufacturer specification sheet(s) for each proposed item with bid response. Product specifications shall be the most current available and be sufficiently detailed and descriptive so as to permit City to determine the item's suitability and compliance with bid specifications. City shall be the sole judge of equality and suitability of comparable items.

Pro-rata adjustments to packaging and pricing may be allowed at the sole discretion of City.

Samples, Demonstrations and Pre-award Testing. If requested by City, Bidder shall provide product samples, demonstrations, and/or testing of items bid to ensure compliance with specifications prior to award of the contract. Samples, demonstrations and/or testing must be provided within 7 calendar days of City's request. Failure to comply with City's request may result in rejection of a bid. All samples (including return thereof), demonstrations, and/or testing shall be at Bidder's expense. Samples will be returned upon written request. Requests for return of samples must be made in writing at the time the samples are provided. Otherwise, samples will become property of City at no cost to City. Samples that are consumed or destroyed during demonstrations or testing will not be returned.

Estimated Quantities for Annual Contracts.

Designation as an "annual" contract is found in the contract's title on the Cover Page of this document. The quantities stated are estimates only and are in no way binding upon City. Estimated quantities are used for the purpose of evaluation. City may increase or decrease quantities as needed. Where a contract is awarded on a unit price basis, payment shall be based on the actual quantities supplied.

Bidders shall thoroughly examine the drawings, specifications, schedule(s), instructions and all other contract documents.

Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment, or conditions and sites/locations for providing goods and services as required by

this IFB. No plea of ignorance by Bidder will be accepted as a basis for varying the requirements of City or the compensation to Bidder.

Confidential or Proprietary Information. All bids become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Bidder should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Bidder may not be considered confidential under Texas law, or pursuant to a Court order. Note that pursuant to state law, bids are opened publicly and read aloud. In addition, bids are tabulated and posted to the City's website, so shall not be considered proprietary or confidential.

Interlocal Participation.

City may engage in cooperative purchasing with other governmental entities or governmental cooperatives ("Entity" or "Entities") to enhance City's purchasing power. At City's sole discretion and option, City may inform other Entities that they may acquire items listed in this IFB. If this contract will be subject to cooperative purchasing, such fact will be indicated in the Supplemental Terms and Conditions portion of this IFB. Such acquisition(s) shall be at the prices stated in the bid, and shall be subject to Bidder's acceptance. Entities desiring to acquire items listed in this IFB shall be listed on a rider attached hereto, if known at the time of issuance of the IFB. City may issue subsequent riders after contract award setting forth additional Entities desiring to utilize this bid.

Bidder must sign and submit the rider, if attached to this IFB, with its bid, indicating whether Bidder wishes to allow other Entities to use its bid. Bidder shall sign and return any subsequently issued riders within ten calendar days of receipt. Bidder's decision on whether to allow other Entities to use the bid shall not be a factor in awarding this IFB.

Costs of Bidding. Bidder shall bear any and all costs that are associated with the preparation of the Bid, attendance at the Pre-Submittal Conference, if any, or during any phase of the selection process.

Rejection of Bids.

City may reject any and all bids, in whole or in part, cancel the IFB and reissue the solicitation. City may reject a bid if:

Bidder misstates or conceals any material fact in the bid; or

The bid does not strictly conform to law or the requirements of the solicitation;

The bid is conditional; or

Any other reason that would lead City to believe that the bid is non-responsive or Bidder is not responsible.

City, in its sole discretion, may also waive any minor informalities or irregularities in any bid, such as failure to submit sufficient bid copies, failure to submit literature or similar attachments, or business affiliation information.

Variances and Exceptions to Bid Terms. In order to comply with State law, bidders must submit bids on the same material terms and conditions. Bids that contain material variances or exceptions to the terms and conditions, including additional terms and conditions, will be rejected.

Changes to Bid Form. Bids must be submitted on the forms furnished. Bids that change the format or content of City's IFB will be rejected.

Withdrawal of Bids. Bids may be withdrawn prior to the time set for the bid opening. Bids submitted electronically may be withdrawn electronically.

Bid Opening. Bids will be publicly read aloud online through WEBEX at 2:30 pm C.T. on the day the bids are due.

Join by phone: 415-655-0001 (Toll-free Dial-In)

Meeting number (access code): 2630 003 5297

Meeting password: COSA

Meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ma673c6c7d0d45e4f617220d952b17be0>

Evaluation and Award of Contract.

Per Section §252.043 of the Texas Local Government Code, the contract will be awarded to the lowest responsible bidder. The Purchasing Division evaluates bids for responsiveness and the responsibility of the bidder and makes a recommendation to the City Council. The City Council makes the final determination regarding award.

City reserves the right to make an award on the basis of City's best interests. Award may also be made based on low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" bid in the Supplemental Terms & Conditions.

A written award of acceptance (manifested by a City Ordinance) and Purchase Order furnished to Bidder results in a binding contract without further action by either party. Vendor must have the Purchase Order before making any delivery.

City reserves the right to utilize historical usage data as a basis for evaluation of bids when future usages are unable to be determined.

Breaking of tie bids shall be in accordance with the Texas Local Government Code §271.901.

City reserves the right to delete items prior to the awarding of the contract, and purchase said items by other means.

Inspection of Facilities/Equipment.

Depending on the nature of the IFB, Bidders' facilities and equipment may be a determining factor in making the bid award. All bidders may be subject to inspection of their facilities and equipment.

Prospective bidders must prove beyond any doubt to City Purchasing Administrator that they are qualified and capable of performing the contract's requirements.

Prompt Payment Discount.

Provided Bidder meets the requirements stated herein, City shall take Bidder's offered prompt payment discount into consideration. The evaluation will not be based on the discount percentage alone, but rather the net price as determined by applying the discount to the bid price, either per line item or total bid amount. However, City reserves the right to reject a discount if the percentage is too low to be of value to City, all things considered. City may also reject a discount if the percentage is so high as to create an overly large disparity between the price City would pay if it is able to take advantage of the discount and the price City would pay if it were unable to pay within the discount period. City may always reject the discount and pay within the 30 day period, at City's sole option.

City will not consider discounts that provide fewer than 10 days to pay in order to receive the discount. For example, payment terms of 2% 5, Net 30 will NOT be considered in bid evaluations or in the payment of invoices. However, payment terms of 2% 10, Net 30 will result in a two percent reduction in the bid price during bid evaluation, and City will take the 2% discount if the invoice is paid within the 10 day time period.

Tabulations. The Purchasing Division will post preliminary tabulations within 7 days of the advertised bid opening. The information on these tabulations will be posted for informational purposes only and will be posted as read during the bid opening. This tabulation is not a notice of award of the contract. All bids are subject to review for completeness, accuracy and compliance with the terms set forth in the bid documents.

Bid Protest Procedures.

Any bidder who is adversely affected in connection with the solicitation, evaluation, or proposed award of a contract may file a protest with the Director and appeal any adverse decision to the City Manager of the City of San Antonio.

Bidder must deliver a written notice of protest to the Director within 7 calendar days of the posting of the intent to award. If Bidder does not file a written notice within this time, Bidder will have waived all rights to formally protest the intent to award. It is Bidder's responsibility to check the City's website posting.

Debriefing. Debriefing of contract award is available upon request and after award of the Contract.

Prohibited Financial Interest.

The Charter of the City of San Antonio and the City of San Antonio Code of Ethics prohibit a City officer or employee, as those terms are defined in §2-42 and §2-52 of the Code of Ethics, from having a direct or indirect financial interest in any

contract with City. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale:

- a City officer or employee; his or her spouse, sibling, parent, child or other family member within the first degree of consanguinity or affinity;
- an entity in which the officer or employee, or his or her parent, child or spouse directly or indirectly owns (i) 10% or more of the voting stock or shares of the entity, or 10% or more of the fair market value of the entity; or
- an entity in which any individual or entity listed above is (i) a subcontractor on a City contract, (ii) a partner or (iii) a parent or subsidiary entity.

By submitting a bid, Bidder warrants and certifies, and a contract awarded pursuant to this IFB is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the City.

Unfair Advancement of Private Interests. Pricing and discounts contained in this contract are for use by City departments conducting City business. City employees may not use their positions to obtain special treatment or prices that are not available to the general public.

State of Texas Conflict of Interest Questionnaire (Form CIQ). Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed Form CIQ with the City Clerk if those persons meet the requirements under §176.006(a) of the statute.

By law this questionnaire must be filed with the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Texas Local Government Code.

Form CIQ is available from the Texas Ethics Commission by accessing the following web address:

<https://ethics.state.tx.us/forms/conflict/>

In addition, please complete the **City's Addendum to Form CIQ (Form CIQ-A)** and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at:

<http://www.sanantonio.gov/Portals/0/Files/Ethics/OCC-CIQ-Addendum.pdf>

When completed, the CIQ Form and the CIQ-A Form should be submitted together by mail to the Office of the City Clerk.

Please mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966.

Do not include these forms with your sealed bid. The Purchasing Division will not deliver the forms to the City Clerk for you.

004 - SPECIFICATIONS / SCOPE OF SERVICES**4.1 SCOPE**

The City of San Antonio ("City" or "COSA") is soliciting bids for the purchase and delivery of a wide assortment of general office, break room, school, and computer supplies as well as office equipment, calendars, planners and visual presentation aids in accordance with the specifications listed herein. This contract will provide catalog discount pricing for an unknown quantity to be purchased on an "as needed" basis by various departments and facilities throughout the City.

4.2 VENDOR REQUIREMENTS:

4.2.1 Bidder shall offer an office supplies catalog with a broad range of products.

4.2.2 The office supplies catalog shall include but is not limited to the following categories and sub-categories:

Category 1: Badges and Badge Supplies

- Badges and ID Cards, Celluloid and Plastic
- Badge Clips
- Badge Holders, All Types
- Badge Lanyards
- Badge ID Card Reels
- Name Badges, Adhesive and Non-Adhesive Type

Category 2: Breakroom

- Bags, Paper, Regular Weight, Heavy Weight, etc.
- Candy
- Cleaning and Disinfecting Wipes
- Cocoa, Hot Chocolate, Tea
- Coffee, Coffee Condiments, Coffee Filters, Coffee Makers, Coffee Supplies, Coffee Urns
- Condiment Organizers, Condiments, Condiments Shakers and Dispensers
- Creamers and Sweeteners
- Cups, Bowls and Plates
- Cutlery
- Dish Detergents
- Facial Tissue
- Food Bags, Food Containers, Food Wrap
- Gum
- Hand Soap
- Kitchen Cleaners
- Napkins
- Snacks (Healthy Crackers, Granola Bars, Nutrition Bars)
- Straws
- Stirrers
- Tablecloths

Category 3: Calendars

- Appointment Books
- Desk Calendars, Desk Pads
- Diaries
- Planners
- Organizers
- Student Agendas and Planners
- Wall Calendars including Erasable Calendars

Category 4: Chairmats

- Chair Mats, Carpet Protectors, All Types

Category 5: Cleaning and Sanitation

- Adhesive Removers
- Air Fresheners (Spray, Solid and Plug-Ins)
- Brooms, Mops and Dustpans
- Disinfectant Spray (Lysol, Clorox)
- Dusters (Feather and Cloth)
- Furniture Polish (Spray and Wipes)
- Glass Cleaner
- Hand Sanitizers
- Room Deodorants
- Waste Receptacles for office use
- Wipes, Disinfecting and Sanitizing (for Hands or Hard Surfaces)

Category 6: Clocks

- Countdown Clocks
- Electric Clocks
- Time Clocks and Recorders and Accessories
- Wall Clocks

Category 7: Dry Erase and Bulletin Boards

- Boards (Calendar, Schedule, Dispatch, Manning, In/Out, etc.)
- Bulletin Boards (Changeable Letter, Cork, Peg)
- Dry Erase Boards

Category 8: Frames and Sign Holders – not custom

- Award Plaques (Not Custom)
- Blank Certificates
- Certificate Document Covers and Holders
- Certificate Document Frames
- Document and Sign Holders (Stand-Up or Wall Mounted)

Category 9: Office Supplies - Folders and Filing

- Classification Folders, with and without Fasteners (End Tab, Top Tab)
- File Folders, with and without Fasteners (End Tab, Top Tab)
- File Inserts and Tabs
- File Guides (End Tab, Index Card, Top Tab)
- File Fasteners (File and Paper Fasteners, Self-Adhesive File Fasteners)
- File Pockets/Jackets/Sleeves/Wallets
- Hanging File Folders
- Hanging File Folder Frames
- Indexed Sorters (Alpha, Calendar, Numeric and Combo)
- Tabbies

Category 10: Office Supplies - General

- Adding Machine, Calculator, Rolls (Plain, Thermal and Carbonless Type)
- Address Labels
- Adhesives and Applicators (Glue, Mucilage, Paste, etc.)
- Binders, View, Non-View and Zippered
- Binder Sheets: Accounting, Columnar, Index, Journal, Ledger, etc.
- Blotters and Pads, Desk
- Books, Office (Accounting, Address, Columnar, Composition, Memo, Notary, Receipt, Steno, etc.)
- Box Files
- Cash Register Paper (Plain, Thermal, Carbonless, BPA Free)
- Clipboards, Arch Boards, etc.
- Coin Wrappers, Bill Straps, Bank Deposit Bags, etc.

Category 10: Office Supplies – General (continued)

- Covers, Binding, Brief, Manuscript, Portfolios, Pressboard, Report, etc.
- Covers, Sleeve, Cuffettes
- Desk Accessories such as Alphabetizers, Cash Boxes, Desk Files, File Card Cabinets, Letter Sorters, Message Racks, Organizers, Pencil Cups, Suggestion Boxes, etc.
- Dividers
- Drafting Supplies
- Dry Erase Supplies (Cleaners, Cloths, Erasers, Kits)
- Envelopes (Coin, Window, Security)
- Fasteners
- Holders, Form and Memo, Including Spindles
- Index Tabs, Celluloid, Cloth, etc.
- Index Cards, Blank, Ruled, Colored
- Key Rings, All Types
- Labels, Reinforcements, Seals, etc.
- Letter Folders and Openers
- Letter and Card Trays, All Types
- List Finders, Rolodex, Telephone Strips, and Accessories
- Moisteners, Fingertip
- Notary Seals
- Notebooks
- Pads and Tablets (Analysis, Columnar, Figure, Memo, Note, Ruled, Legal, Post-It Notes, Steno, Telephone Message, etc.)
- Paper Binder Clips, Clips, Clamps, Fasteners, Round and Flat Head, Rings, etc.
- Ribbons (Adding Machine, Calculator, Cash Register, Typewriter, etc.)
- Rubber Bands, All Sizes
- Sheet Protectors, All Types
- Staples
- Stock Forms and Labels (Copy Sets, Receiving Forms, Speed Letters, etc.)
- Tacks, Office Use: Map, Thumb, etc., Including Push and T Pins
- Tags, Key, Marking and Shipping
- Tape and Dispensers, Office Type
- Tape, Velcro Type
- Ticket Holders
- Visible Record Supplies (Cards, Flags, Folders, Hinges, Signal, Strips, Tabs, etc.)
- Wastebaskets, Office, All Types

Category 11: Office Supplies - Small Equipment and Aids

- Binding Machines and Supplies (Binding Backs, Binding Combs, Binding Covers)
- Calculators, All Types
- Change Makers, Coin and Bill Counters, Money Handling Machines, etc.
- Collators
- Copy/Document Holders
- Counterfeit Scanning Devices, Including Detector Pens
- Counting Devices, Ticometers, Paper, Tickets, etc.
- Dictating Machines, Accessories and Supplies
- File Cargo Carts, Mobile
- Label Makers and Label Maker Supplies
- Laminating Equipment and Supplies
- Letter Openers
- Magnets
- Magnifiers
- Moisteners, Sanitary; and Rubber Finger Tips, Including Sheet Lifters
- Notary Seal
- Paper Punches, Electric or Manual
- Paper Trimmers

Category 11: Office Supplies - Small Equipment and Aids

- Pencil Sharpeners
- Rulers, All Types
- Scales, Architect/Drafting
- Scissors and Shears for Office
- Shredders
- Shredder Lubricants, Bottled and Sheets
- Shredder Waste Bags
- Stamps, Stock, Number and Date (not custom)
- Stamps, Rubber, Stamp Pads, Stamp Ink and Stamp Racks (not custom)
- Staple Removers
- Staplers, Electric or Manual
- Suggestion Box
- Vacuum Machines, Designed for Office Equipment

Category 12: Office Supplies - Writing Supplies

- Correction Fluid, Pens and Tape
- Dry Erase Erasers and Starter Kits
- Erasers, All Types
- Highlighters
- Markers (Dry Erase, Felt Tip, Permanent)
- Mechanical Pencils and Lead
- Pencils
- Pens
- Pen Refills
- Security Counter Pens and Refills

Category 13: Mailing, Packaging, Shipping and Storage Products

- Bags, Padded, Book Mailing, Shipping, etc., Including Biodegradable
- Boxes and Retention Packaging
- Chipboard, Pasteboard, and Telescoping Boxes
- Corrugated Boxes and Sheets
- Tissue Paper
- Mailing Tubes and Storage Tubes
- Packing Materials for Mailing and Shipping
- Packing List Envelopes, Plastic and Paper
- Paper, Butcher Paper, Freezer Paper, etc.
- Storage Boxes, Plastic and Cardboard
- Stretch Wrap, Shrinkwrap
- Wrapping Paper, Brown Kraft Paper, etc.

Category 14: Paper Products including recycled

- Announcement Stock
- Art Paper
- Boards, Poster, Pressboard, etc.
- Bond Paper, reams only
- Book Paper
- Bristol Paper
- Carbonless Paper
- Card Stock, reams only
- Coated Paper
- Colored Copy Paper, reams and cases
- Cover Stock, reams only
- Facsimile (Fax) Paper
- Gummed Paper
- Index Paper

Category 14: Paper Products (continued)

- Onionskin
- Parchment Paper
- Pressure Sensitive Paper
- Stationery With Envelopes
- Tag Stock
- Tent Cards

Category 15: School Supplies

- Chalk, Crayons, Erasable Markers, Water Colors, Permanent Markers, etc.
- Class Register, Record, and Plan Books
- Classroom Equipment and Supplies (Elmer's Glue, Glitter Pens Pencil Pouch)
- Drawing/Art Supplies: Brushes, Chalk, Colored Pencils, Paints, Crayons)
- Easels, Accessories and Supplies, All Types, Including Flip Charts
- Erasers and Cleaners
- Flannel Boards and Accessories
- Notebooks and Spirals
- Paper Items for Classroom (Composition Books, Scrapbooks, Examination Booklets, Memo Books, Notebook Filler, Tablets, etc.)

Category 16: Tape and Adhesives except tape for office use

- Adhesives (Cement Glue, Rubber Cement, Super-Glue)
- Duct Tape
- Industrial Tape (Graphic Chart, Magnetic, Packaging, Painter's, Shipping)
- Masking Tape
- Mounting Tape and Hooks (Command Products, Double-Sided Tape, Wall Putty, Hook N Loop Strips, Poster Strips)

Category 17: Technology, Electronics and Related Accessories

- Air Dusters and cleaning kits
- Audio and Video Cassettes
- Back Supports
- Batteries including coin batteries
- Cable Management (cable ties, cord concealers, cord covers, cord wraps)
- Cables (HDMI, USB cables and Adapters, VGA Cables)
- Card Readers
- CD/DVD Duplication Systems
- CDs/DVDs
- Computer Cleaning Supplies (air dusters, microfiber towels, screen wipes, tablet wipes)
- Computer/Laptop/Tablet Locks
- Computer Headsets
- Keyboards, wired and wireless, Keyboard Drawers, Keyboard Platforms
- Data Cartridges and Tapes
- Data Storage Supplies (binders, boxes, cases, envelopes, holders, sleeves, wallets)
- Diskettes (BD's, CD's, DVD's)
- Extension Cords
- External Drives
- Foot Rests
- Jewel Cases
- Laptop/Tablet/Notebook Bags, Backpacks, Rolling Cases
- Media Labeling
- Memory Cards
- Mice, Wired and Wireless
- Monitor Privacy Filters
- Monitor Stands
- Mouse Pads

Category 17: Technology/Electronics and Accessories (continued)

- Photo/Video Cables
- Phone Cord Detanglers
- Pointers and Presenters
- Power Strips
- Recording Devices
- Shoulder Rests
- Speakers
- Surge Protectors
- USB/Jump Drives
- Webcams
- Wrist Rests

4.2.3 Availability of an electronic online version of the catalog mailed to the Finance Department, Procurement Division is preferred but not a requirement (see Section 003 – Instructions for Bidders, “Catalog Pricing”). The Vendor’s electronic online catalog shall have the capability of “punch-out” integration with the City of San Antonio’s SAePS e-procurement system (see Section 005, Supplemental Terms and Conditions, “Internal/External Catalog”).

4.2.4 Supplier must be capable of restricting the viewing and ordering of any items that are not part of the awarded City of San Antonio contract whether as a group or individual items within the group. For example, if the supplier provides furniture but furniture was not part of the award, the Vendor must have the capability to restrict the viewing and ordering of furniture. The “punch-out” shall have the following minimum requirements:

- A. Separate web page entrance for COSA shoppers to access.
- B. Display the List Price and COSA Price.
- C. Reference the RFX number – 6100018145 Annual Contract for Office Supplies.
- D. Default to Core List Items first followed by Non-Core Catalog Items whenever COSA shoppers search the online catalog.
- E. Recommend green alternates anytime a search is conducted or an item is placed in a shopping cart.
- F. Restrict the following items from viewing and ordering, either as a group or individual items within the group, which may be exempt from this IFB:

- All Services
- Audio Visual Equipment
- Cameras & Accessories including bags
- Computers, computer hardware and software
- Copiers & Scanners
- Copier Paper, Cases
- Furniture including partitions and panels
- Janitorial Supplies and Equipment
- Medical supplies including first aid kits, OTC medicines and gloves
- Microwaves, Refrigerators, Heaters, and Fans
- Printers
- Printing Services
- Promotional Products
- Telephones
- Any other category as requested by the City of San Antonio

4.2.5 Vendor shall be able to issue COSA one universal log-on ID which will allow users to browse the supplier’s awarded online catalog for budgetary / planning purposes and for creating wish-lists only. Vendor shall restrict COSA employees from placing orders when the universal log-on ID online catalog is utilized. The universal log-on ID online catalog will be posted to the COSA intranet.

- 4.2.6 If required, Vendor must be able to provide training on how to use the online catalog for first time users at no additional cost to the City.
- 4.2.7 Vendor must be capable of making next-day desktop deliveries between 8:00 am and 4:00 pm, Central Time for any purchase order placed by noon (12:00 pm). Deliveries must be made to the desk of the person identified on the purchase order or as otherwise instructed on the purchase order. For all other deliveries, the maximum time to deliver shall be no longer than three calendar days after the purchase order is received. Any delay in delivery must be communicated to the ordering person within 24 hours after the purchase order is received.
- 4.2.8 Vendor shall provide a monthly and quarterly business review. The monthly business review shall report the monthly sales for each category. It will be used by Procurement Staff for auditing purposes. The quarterly business review will be used by COSA Staff to monitor the overall status of the contract. At a minimum, the quarterly business review shall include the following reporting:
 - a. Quarterly sales of each category (core, non-core, non-catalog)
 - b. Off-contract sales reporting
 - c. Green Product purchases
 - d. Spend for local business purchases
 - e. Spend by commodity grouping, individual users and department
 - f. Quarterly and yearly sales comparisons

4.3 Auditing: The City may periodically audit invoices to ensure discounts are correctly applied to invoices. Vendor will issue a credit memo for any discrepancies discovered against the City. Any discrepancies in favor of the City will remain as billed.

- 4.3.1 Vendors shall assign an inside/outside representative(s) to manage the City's account for this IFB. The inside representative will be familiar with the City's account and IFB requirements, receive and review City orders, and respond to any issue or questions, including but not limited to returns and credits. The outside representative shall be able to resolve billing and delivery problems or any other issues that may require a personal visit to ordering departments. Vendor must notify the City's Procurement Department immediately of any change in the assigned account representatives throughout the term of the contract.
- 4.3.2 Vendor shall pay for return shipment on any goods that arrive in a defective or inoperable condition. Vendor must arrange for the return shipment of damaged goods.
- 4.3.3 Whenever feasible, all packaging materials to cushion and protect commodities during shipment shall be reusable and/or made of recycled, recyclable, and/or biodegradable materials.
- 4.3.4 Whenever applicable, Vendor shall provide Material Safety Data Sheets (MSDS) to the appropriate ordering department and with the shipment.
- 4.3.5 Vendor shall provide a large selection of "Environmentally Preferred Products". Vendors shall identify the product material and content levels (postconsumer content % and total recovered materials content %) for each proposed product. The content levels shall, at minimum, meet the minimum recommended content levels as identified under the CPG program (<https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>). For purposes of this contract, applicable content levels will be those published at the time of the bid submission due date.
- 4.3.6 Backorders are to be kept to a minimum and not to exceed three (3) working days for in-stock items and five (5) working days for non-stock items. Vendor understands and agrees that the City may, at its discretion, cancel any backorders due to the Vendor's inability to deliver the product within the three (3) and five (5) working day stipulations for in-stock and non-stock items, respectively. Cancellations shall be in writing and sent to Vendor by email, fax, or mail. No restocking fee or payment of any kind shall be owed to the vendor for orders canceled due to Vendor's inability to meet the delivery deadline. Returns to Vendor of late orders received after the cancellation notice has been sent shall be at

Vendor's expense. The City may seek the products from another Vendor, as provided in section 006, Failure to Deliver.

4.4 PRICING:

4.4.1 Contract pricing will be classified into the following two sections:

Section A: Core List

The Core List is comprised of the highest volume as well as one-off products purchased within the last 12 months. For each Core List line item, Bidders will provide their commercial list price or catalog along with a percent discount from the commercial list price or catalog. Vendor shall bid as specified and/or provide an alternate with a better Eco-Conscious label than the one shown. Discounts in the Core List may vary by item. Bidders are encouraged to give deeper discounts over and above the discounts in Section B: Non-Core. However, any deeper discounts offered must remain fixed for the duration of the contract including renewals.

There will be no cancellation of Core List products without having an equal and acceptable replacement approved by the Procurement Department at the stated discount of the item being replaced. Vendor shall offer suggested replacement of discontinued products in the Core List at least 30 days prior to discontinuation, including replacement part number, description, list price, and final price.

Section B: Non-Core – Catalog % Discount off the Commercial List Price of Published Catalog

Non-Core – Catalog % Discount off the Commercial List Price of Published Catalog is for all items available in the supplier's published catalog but not found in the Core List (Section A). Discount in Section B – Non-Core may be one discount per category or may be one specific discount for the entire published catalog. Discount(s) offered must remain fixed for the duration of the contract. The supplier's or manufacturer's published product catalog showing commercial list prices must be included with the bid submission.

All discounts quoted shall be held firm for the term of the contract. Discount ranges (i.e. 20% - 40%) or discounts extended out past a whole number (i.e. 25.34%) are not acceptable.

Core List will NOT be awarded separately.

4.5 REVISION OF UNIT PRICES:

Catalog unit pricing for all sections must remain fixed for the first 12 months after award. Thereafter, any published price list(s)/catalog may be superseded or replaced annually during the contract period in accordance with Section 005 – Supplemental Terms & Conditions, Catalog Discount Pricing. (Note: Discounts accepted as part of this IFB are not subject to revision.)

Any price adjustments must be received within a minimum ninety (90) day notice prior to effective date to allow Finance Department, Procurement Division sufficient time to review vendor's request. City, at its sole discretion and convenience, may approve an earlier effective date. Vendor shall receive written notice from the City that either authorizes or rejects proposed price increase(s). Invoices containing revised pricing prior to or without City approval will not be paid. Vendor will be required to resubmit a new invoice to the City with the original approved pricing. No price increase will be effective until after written approval notice has been issued by the City.

If a manufacturers or Vendors' direct cost decreases at any time during the term of this contract, the Contractor shall immediately pass the decrease on to the City.

4.6 GENERAL REQUIREMENTS:

4.6.1 Freight and delivery shall not be add-on costs, and a separate line item for fuel surcharges will not be accepted. No charges for handling charges will be allowed, which includes, but is not limited to, packing, wrapping, bags, containers or reels, hazardous fees, etc. Bids may be conditioned on a \$50 minimum order. Bids stipulating a minimum delivery order requirement greater than \$50 will be rejected from further evaluation.

- 4.6.2 Products with a shelf-life shall be provided with a minimum expiration date of twelve months after the date delivered. Any materials delivered with an expiration date of less than twelve months will be returned to the supplier for credit or replacement at the supplier's expense.
- 4.6.3 It is understood and agreed that any item offered or shipped as a result of this bid shall be new, unused, and current production at the time of bid submission. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
- 4.6.4 All orders will be placed online by individual departments, and must be packaged separately, marked for the appropriate department, and be accompanied by a separate packing slip attached to the outside and inside of the package listing all items being delivered to the ordering department.
- 4.6.5 Time of delivery is a part of the consideration of placing an order and must be stated in definite terms and adhered to. Unless otherwise noted, "days for delivery" or "days from receipt of order" mean calendar days.
- 4.6.6 The City will not pay a restocking fee for items returned in new, unused condition within 30 calendar days after delivery.
- 4.6.7 Award will not be based on the percentage catalog discount alone. Award will be made to the overall lowest responsible bidder after evaluation of items from both the Price Schedule and the Market Basket Pricing Spreadsheet.

4.7 EVALUATION:

Evaluation will be conducted as a two-step process.

Step 1: City will calculate totals for each line item of SECTION A – Core List

Step 2: City will calculate totals for each line item of SECTION A – Core List but using the Vendor's SECTION B – Non-Core % Catalog Discount(s).

An overall lowest responsive Bidder is determined after the totals of SECTION A and SECTION B are added together. An example follows.

EVALUATION EXAMPLE: *Based on the Example below the Lowest Offeror is Vendor 2.*

	Vendor 1	Vendor 2
SECTION A – CORE LIST		
Item #1, ABC View Binder – Unit Price	\$10.00	\$7.50
Proposed Item # 1, Section A, Core List Discount	50%	50%
Less Proposed Core List Discount	(\$5.00)	(\$3.75)
Price After Core List Discount	\$5.00	\$3.75
SECTION B – NON-CORE % CATALOG DISCOUNT(S)		
Item #1, ABC View Binder – Unit Price	\$10.00	\$7.50
Proposed Non-Core % Catalog Discount in Section B (for Items not in Section 1)	50%	25%
Less Proposed Catalog Discount	(\$5.00)	(\$1.88)
Price After Catalog Discount	\$5.00	\$5.62
SECTION 1 + SECTION 2	\$10.00 (\$5.00 + \$5.00)	\$9.37 (\$3.75 + \$5.62)

4.8 AWARD: (Also see Section 003–Instructions for Bidders, Evaluation and Award of Contract.)

Award will be made to the lowest responsible bidder or bidders after evaluation of items from Section A to Section B as explained in the “Evaluation” section. City reserves the right to make an award on the basis of low line item, low total line items, or in any other combination that serves the best interest of City.

005 - SUPPLEMENTAL TERMS & CONDITIONS

Original Contract Term.

This contract shall begin upon the effective date of the ordinance awarding the contract or **April 1, 2025**, whichever is later. This contract shall begin upon the date specified in the award letter, if it does not exceed \$50,000.00. This contract shall terminate on **March 31, 2028**.

Renewals.

At City's option, this Contract may be renewed under the same terms and conditions for 3 additional, 1-year period(s). Renewals shall be in writing and signed by Director, without further action by the San Antonio City Council, subject to and contingent upon appropriation of funding therefor.

Temporary Short Term Extensions.

City shall have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month-to-month basis, not to exceed three months. Said month to month extensions shall be in writing, signed by Director, and shall not require City Council approval, subject to and contingent upon appropriation of funding therefor.

Temporary Contract Pending Award of Contract by City Council.

Occasionally, the City has a need for goods or services prior to the date set for the San Antonio City Council to consider a contract for award. If such a situation arises with regard to this solicitation, and if City intends to recommend Vendor's bid to the City Council for award of a contract, City may require Vendor to provide goods or services prior to the date set for City Council to consider the bid for award of a contract. City shall provide Vendor advance written notice if such occasion arises.

In such event, City's written notice shall constitute acceptance of Vendor's bid and shall result in a temporary contract to provide goods and/or services until City Council considers and awards the contract contemplated in this solicitation. The total expenditure under the temporary contract shall not exceed \$50,000. The temporary contract shall begin on the date set forth in City's written notice and shall terminate when the total expenditure reaches \$50,000, or upon subsequent written notice from City, whichever shall occur sooner. Should City Council authorize award of a contract to Vendor pursuant to this solicitation, said award shall automatically terminate the temporary contract upon the effective date of the newly awarded contract.

During the term of the temporary contract, all goods or services shall be provided in accordance with the terms and conditions contained in this solicitation, with the exception of the Original Contract Term, which is modified as indicated above for the temporary contract.

Acceptance of Vendor's bid for the purposes of award of a temporary contract does not constitute award of the full contract with the Original Contract Term. Such a contract may only be awarded by the San Antonio City Council by passage of an ordinance. Neither does award of a temporary contract obligate City to recommend Vendor's bid for award to the City Council, or guarantee that the City Council will award the contract to Vendor.

Catalog Discount Pricing.

It is agreed that any published price list(s) may be superseded or replaced during the contract period only if such list is published by the manufacturer for industry wide use. If Vendor's catalog is a compilation of products from various manufacturer's, then the product pricing for a particular manufacturer's products may be superseded or replaced if that manufacturer's price increase is published for industry wide use. Vendor must be able to substantiate the price increase to City's satisfaction.

A revised price list must be submitted to City in the same format as the originally submitted price list, unless a different format is approved by City. It is agreed that any price list provided other than the manufacturer's price list may not be superseded or replaced during the contract period.

Discounts or mark-ups accepted as part of this bid are not subject to revision.

A written notice stipulating in detail the changes of a price list must be furnished and approved by the City before revisions go into effect.

All price lists submitted with the bid, or approved revisions, are hereby incorporated into this contract by reference.

Vendor's percentage discount off catalog price stated on the Price Schedule shall be deemed a minimum discount. Vendor may provide a greater discount at any time during the contract period for reasons deemed appropriate by Vendor, such as volume discount pricing for large orders.

Internal / External Catalog.

San Antonio e-Procurement. The City is using an "e-Procurement" system (SAePS) based on SAP's Supplier Relationship Management (SRM) software. SAePS is a secure, web browser-based system that gives City employees the ability to shop for items from online catalogs and brings the items back automatically into SAePS. Online catalogs include both a SAePS internal catalog and externally hosted catalogs on supplier websites.

SAePS Electronic Catalog Options. Vendor shall furnish an electronic catalog that contains only the items awarded by City and displays pricing bid under this contract. Vendor may choose either Option 1 or Option 2 below as the method for furnishing the catalog.

Option 1. Vendor shall host an online catalog (Punch Out Catalog) with Open Catalog Interface (OCI) compliant integration to the SAePS system. This Punch Out Catalog shall have e-commerce functions, including, but not limited to, cataloging, searching and shopping cart functionality. Integration includes linking to the online catalog from SAePS, shopping, and electronically returning the data back to SAePS.

Option 2. Internal Catalog. Vendor shall provide a list of products and services awarded under this contract for uploading into the COSA e-Procurement system in an electronic format as specified by City. The electronic submission may be through email, unless it exceeds City's maximum allowable file size limit. In such case, Vendor shall provide the submission on a CD or other means approved by City.

Paper Catalog. If a Punch Out Catalog is not available and Vendor elects to provide an Internal Catalog, City, at its sole option, may require Vendor to provide its Internal Catalog in paper form in addition to the electronic form.

Catalog Content. All catalogs, regardless of the form in which they are provided, must include these elements, at a minimum.

- Your part number
- Short and long descriptions
- Units of measure
- Pricing, contract pricing, tiered pricing
- Classification of parts
- Manufacturer and Manufacturer part number
- Keywords, tags

Time to Provide Catalog. Catalogs required under this provision must be provided within 10 business days of request by City, and no later than 5 business days from the date of contract award.

Catalog Updates.

If this contract allows for increases in price, Vendor must provide timely updates to the City. For Punch Out catalogs, Vendor must update pricing on their website and provide City a notification and detailed explanation of the price updates. For Internal Catalogs, Vendor must provide an updated pricing file with details of the pricing updates. If paper catalogs have been requested, updated paper catalogs must be provided concurrently with Internal Catalog files, or as soon thereafter as printed catalogs become available.

Insurance.

No later than 30 days before the commencement of services under this IFB, CONTRACTOR must provide a completed Certificate(s) of Insurance to CITY's Finance Department. The certificate must be:

- clearly labeled with the name of the contract in the Description of Operations block;
- completed by an agent and signed by a person authorized by the insurer to bind coverage on its behalf (CITY will not accept Memorandum of Insurance or Binders as proof of insurance); and
- properly endorsed and have the agent's signature, and phone number.

Certificates may be mailed or sent via email, directly from the insurer's authorized representative. CITY shall have no duty to pay or perform under this IFB until such certificate and endorsements have been received and approved by CITY'S Finance Department. No officer or employee, other than CITY'S Risk Manager, shall have authority to waive this requirement.

If the City does not receive copies of insurance endorsement, then by executing this IFB, CONTRACTOR certifies and represents that its endorsements do not materially alter or diminish the insurance coverage for this contract.

The City's Risk Manager reserves the right to modify the insurance coverages, their limits, and deductibles prior to the scheduled event or during the effective period of this Agreement based on changes in statutory law, court decisions, and changes in the insurance market which presents an increased risk exposure.

CONTRACTOR shall obtain and maintain in full force and effect for the duration of this Agreement, at CONTRACTOR'S sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and with an A.M. Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below. If the CONTRACTOR claims to be self-insured, they must provide a copy of their declaration page so the CITY can review their deductibles:

TYPE	AMOUNTS
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000 / \$1,000,000 / \$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: Premises operations Products/completed operations Personal/Advertising Injury	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate
Business Automobile Liability Owned/leased vehicles Non-owned vehicles Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence

CONTRACTOR must require, by written contract, that all subcontractors providing goods or services under this Agreement obtain the same insurance coverages required of CONTRACTOR and provide a certificate of insurance and endorsement that names CONTRACTOR and CITY as additional insureds. CONTRACTOR shall provide CITY with subcontractor certificates and endorsements before the subcontractor starts work.

If a loss results in litigation, then the CITY is entitled, upon request and without expense to the City, to receive copies of the policies, declaration page and all endorsements. CONTRACTOR must comply with such requests within 10 days by submitting the requested insurance documents to the CITY at the following address:

City of San Antonio
FINANCE DEPARTMENT, Procurement Division
P.O. Box 839966
San Antonio, Texas 78283-3966

CONTRACTOR's insurance policies must contain or be endorsed to contain the following provisions:

- Name CITY and its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with CITY. The endorsement requirement is not applicable for workers' compensation and professional liability policies.
- Endorsement that the "other insurance" clause shall not apply to CITY where CITY is an additional insured shown on the policy. CITY's insurance is not applicable in the event of a claim.
- Contractor shall submit a waiver of subrogation to include, workers' compensation, employers' liability, general liability and auto liability policies in favor of CITY; and
- Provide 30 days advance written notice directly to CITY of any suspension, cancellation, non-renewal or materials change in coverage, and not less than ten (10) calendar days advance written notice for nonpayment of premium.

Within five (5) calendar days of a suspension, cancellation, material change in coverage, or non-renewal of coverage, CONTRACTOR shall provide a replacement Certificate of Insurance and applicable endorsements to CITY. CITY shall have the option to suspend CONTRACTOR'S performance should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

In addition to any other remedies CITY may have upon CONTRACTOR'S failure to provide and maintain any insurance or policy endorsements to the extent and within the time required, CITY may order CONTRACTOR to stop work and/or withhold any payment(s) which become due to CONTRACTOR under this Agreement until CONTRACTOR demonstrates compliance with requirements.

Nothing contained in this Agreement shall be construed as limiting the extent to which CONTRACTOR may be held responsible for payments of damages to persons or property resulting from CONTRACTOR'S or its subcontractors' performance of the work covered under this Agreement.

CONTRACTOR'S insurance shall be deemed primary and non-contributory with respect to any insurance or self - insurance carried by City for liability arising out of operations under this Agreement.

The insurance required is in addition to and separate from any other obligation contained in this Agreement and no claim or action by or on behalf of City shall be limited to insurance coverage provided.

CONTRACTOR and any subcontractor are responsible for all damage to their own equipment and/or property result from their own negligence.

Incorporation of Attachments.

Each of the attachments listed below is an essential part of this contract, which governs the rights and duties of the parties, incorporated herein by reference, and shall be interpreted in the order of priority as appears below, with this document taking priority over all attachments:

Attachment A – PRICE SCHEDULE

Section A: CORE LIST

Section B: NON-CORE CATALOG % DISCOUNT OFF THE LIST PRICE OF PUBLISHED CATALOG

Attachment B – LOCAL PREFERENCE PROGRAM IDENTIFICATION FORM

Attachment C – VETERAN PREFERENCE PROGRAM TRACKING FORM

Attachment D – Form 1295

006 - GENERAL TERMS & CONDITIONS

Electronic Bid Equals Original. If Vendor is submitting an electronic bid, City and Vendor each agree that this transaction may be conducted by electronic means, as authorized by Chapter 322, Texas Business & Commerce Code, known as the Electronic Transactions Act.

Delivery of Goods/Services.

Destination Contract. Vendor shall deliver all goods and materials F.O.B., City of San Antonio's designated facility, inside delivery, freight prepaid, to the address provided in this IFB or, if different, in the Purchase Order. Vendor shall bear the risk of loss until delivery. Freight charges will be paid only when expedited delivery is requested and approved in writing by the City. Vendor shall be responsible for furnishing necessary personnel or equipment and/or making necessary arrangements to off load at City of San Antonio facility, unless otherwise noted herein.

Failure to Deliver. When delivery is not met as provided for in the contract, City may make the purchase on the open market, with any cost in excess of the contract price paid by Vendor, in addition to any other direct, indirect, consequential or incidental damages incurred by City as a result thereof. In addition, Vendor may be removed from the City's list of eligible bidders.

Purchase Orders. Each time a City department wishes to place an order against this contract, it will issue Vendor a purchase order. Vendor must have the purchase order before making any delivery.

Acceptance by City. City shall have a reasonable time (but not less than 30 days) after receipt to inspect the goods and services tendered by Vendor. City at its option may reject all or any portion of such goods or services which do not, in City's sole discretion, comply in every respect with all terms and conditions of the contract. City may elect to reject the entire goods and services tendered even if only a portion thereof is nonconforming. If City elects to accept nonconforming goods and services, City, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate City for the nonconformity. Any acceptance by City, even if non-conditional, shall not be deemed a waiver or settlement of any defect in such goods and services.

Testing. After award of contract, City may, at its sole option, test the product delivered to ensure it meets specifications. Initial testing shall be at City's expense. However, if the product does not to meet specifications, Vendor shall reimburse City for the costs of testing. City may withhold the cost of testing from any amounts owed to Vendor under this or any other contract, or invoice Vendor for same. If invoiced, Vendor shall pay City within 30 calendar days' of the invoice.

Warranty. A minimum of 90-days product guarantee or the manufacturer's standard commercial warranty, whichever is greater, shall apply to all products and/or services purchased under this IFB, unless otherwise specified in the Specifications/Scope of Services section of this IFB. This warranty shall provide for replacement of defective merchandise, parts, and labor, and shall include pick-up of the defective merchandise from City and delivery of the replacement(s) to the same location. The warranty shall be effective from the date of acceptance of the merchandise, or completion of the service, as applicable.

REJECTION OF DISCLAIMERS OF WARRANTIES & LIMITATIONS OF LIABILITY. ANY TERM OR CONDITION IN ANY DOCUMENT FURNISHED BY VENDOR, DISCLAIMING THE IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR ATTEMPTING TO LIMIT VENDOR'S LIABILITY SHALL BE OF NO FORCE OR EFFECT, AND SHALL BE STRICKEN FROM THE CONTRACT DOCUMENTS AS IF NEVER CONTAINED THEREIN.

Invoicing and Payment.

Invoice Submissions. City requires all original first time invoices to be submitted directly to the Accounts Payable section of the Finance Department. The preferred method of delivery is electronically to the following e-mail address:

accounts.payable@sanantonio.gov

Invoices submitted electronically to the e-mail address above must be in separate .pdf format file.

Multiple invoices cannot be submitted in a single .pdf file; however, Vendor may submit multiple, separate invoice files in a single e-mail. Any required documentation in support of the invoice should be compiled directly behind the invoice in the same .pdf file. Each electronically submitted file must have a unique identifying name that is not the same as any other file name.

Invoices submitted by electronic submission are only considered "original" when the submission comes directly from the Vendor to Accounts Payable using this e-mail address. Vendor may courtesy copy the ordering City department personnel on the e-mail.

Vendors not able to submit invoices with the required file formatting above may mail original invoices, on white paper only, to: City of San Antonio, Attn: Accounts Payable, P.O. Box 839976, San Antonio, Texas 78283-3976.

Information Required On Invoice.

All invoices must be in a form and content approved by the City. City may require modification of invoices if necessary in order to satisfy City that all billing is proper and pursuant to the terms of the contract. Invoices are required to show each City Purchase Order Number. Invoices must be legible. Items billed on invoices must be specific as to applicable stock, manufacturer, catalog or part number (if any). All invoices must show unit prices for each item being billed, the quantity of items being billed and the total for each item, as well as the total for all items on the invoice. If prices are based on list prices basis, then the list prices, the percentage discount or percentage surcharge, net unit prices, extensions and net total prices must be shown. Prompt payment discounts offered shall be shown separately on the invoice.

Payment by City.

In accordance with the Texas Prompt Payment Act, City shall have not less than 30 days to pay for goods or services. Time for payment, including payment under discount terms, will be computed from the later of: (1) the date City receives conforming goods under the contract; (2) the date performance of the service under the contract is completed; or (3) the date City receives a correct and valid invoice for the goods or services. Payment is deemed to be made on the date of mailing of the check. Payment is made in US dollars only.

This provision shall not apply where there is a bona fide dispute between City and Vendor about the goods delivered or the service performed that causes the payment to be late, or where the invoice is not mailed to the address provided herein.

The payment amount due on invoices may not be manually altered by City personnel. Once disputed items are reconciled, Vendor must submit a corrected invoice or a credit memorandum for the disputed amount.

NECESSITY OF TIMELY INVOICE / WAIVER OF PAYMENT. NOTWITHSTANDING THE FORGOING, THE CITY CANNOT PAY FOR ANY GOODS OR SERVICES WITHOUT AN INVOICE. VENDOR MUST INVOICE CITY NO LATER THAN 90 CALENDAR DAYS FROM THE DATE GOODS ARE DELIVERED OR SERVICES RENDERED. FAILURE TO SUBMIT AN INVOICE WITHIN SAID 90 DAYS SHALL NEGATE ANY LIABILITY ON THE PART OF CITY AND CONSTITUTE A **WAIVER** BY VENDOR OF ANY AND ALL RIGHT OR CLAIMS TO COLLECT MONEYS THAT VENDOR MAY RIGHTFULLY BE OTHERWISE ENTITLED TO FOR GOODS OR SERVICES PERFORMED.

The total price for all goods and/or services is shown on the Price Schedule. No additional fees or expenses of Vendor shall be charged by Vendor nor be payable by City. The parties hereby agree that all compensable expenses of Vendor are shown on the Price Schedule. If there is a discrepancy on the Price Schedule between the unit price for an item, and the extended price, the unit price shall govern.

Change Orders. In order to comply with Texas law governing purchases made by municipalities, the following rules shall govern all change orders made under this contract.

Any change orders that become necessary during the term of this contract as a result of changes in plans, specifications, quantity of work to be performed, materials, equipment or supplies to be furnished may be approved by the Director, provided such change orders:

- are made in writing, signed by the Director;
- do not involved an increase or decrease in contract price of more than \$25,000; and
- sufficient funds have already been allocated by City or are available to the Director to cover any increase in contract price.

Any other change will require approval of the City Council, City of San Antonio.

Changes that do not involve an increase in contract price may, however, be made by the Director.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated herein.

Termination.

Termination-Breach. Should Vendor fail to fulfill in a timely and proper manner, as determined solely by the Director, its material obligations under this contract, or violate any of the material terms of this contract, City shall have the right to immediately terminate the contract in whole or in part. Notice of termination shall be provided in writing to Vendor, effective upon the date set forth in the notice. City may, in City's sole discretion, provide an opportunity for Vendor to cure the default. If City elects to offer an opportunity to cure, City shall provide notice to Vendor specifying the matters in default and the cure period. If Vendor fails to cure the default within the cure period, City shall have the right, without further notice, to terminate the contract in whole or in part. Such termination shall not relieve Vendor of any liability to the City for damages sustained by virtue of any breach by Vendor.

Termination-Notice. City may terminate this contract, in whole or in part, without cause. City shall be required to give Vendor notice ten days prior to the date of termination of the contract without cause.

Termination-Funding. City retains the right to terminate this contract at the expiration of each of City's budget periods. This contract is conditioned on a best efforts attempt by City to obtain and appropriate funds for payment of any debt due by City herein.

Termination by City may be effected by Director, without further action by the San Antonio City Council.

Independent Contractor. Vendor covenants and agrees that it is an independent contractor and not an officer, agent, servant or employee of City. City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by Vendor under this contract and that Vendor has no authority to bind City. The doctrine of respondeat superior shall not apply as between City and Vendor.

INDEMNIFICATION.

VENDOR covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, CITY and the elected officials, employees, officers, directors, volunteers and representatives of CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon CITY directly or indirectly arising out of, resulting from or related to VENDOR'S activities under this Agreement, including any acts or omissions of VENDOR, any agent, officer, director, representative, employee, consultant or subcontractor of VENDOR, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, it s officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT VENDOR AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY

DEFENSES OF THE PARTIES UNDER TEXAS LAW. In addition, Vendor agrees to indemnify, defend, and hold the City harmless from any claim involving patent infringement, trademarks, trade secrets, and copyrights on goods supplied.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. VENDOR shall advise CITY in writing within 24 hours of any claim or demand against CITY or VENDOR known to VENDOR related to or arising out of VENDOR's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at VENDOR's cost. CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving VENDOR of any of its obligations under this paragraph.

Assignment. Except as otherwise stated herein, Vendor may not sell, assign, pledge, transfer or convey any interest in this contract, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the consent of Director. As a condition of such consent, if such consent is granted, Vendor shall remain liable for completion of the services and provision of goods outlined in this contract in the event of default by the successor Vendor, assignee, transferee or subcontractor. Any attempt to transfer, pledge or otherwise assign this Contract without said written approval, shall be void ab initio and shall confer no rights upon any third person.

Ownership of Documents. Pursuant to Texas Local Government Code Chapter 201, any and all Records produced by Vendor pursuant to the provisions of this contract are the exclusive property of City; and no such Record shall be the subject of any copyright or proprietary claim by Vendor. The term "Record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic. Vendor understands and acknowledges that as the exclusive owner of any and all such Records, City has the right to use all such Records as City desires, without restriction.

Records Retention.

Vendor and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder ("Documents"), and shall make such Documents available to the City at their respective offices, at all reasonable times and as often as City may deem necessary during the contract period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.

Vendor shall retain any and all Documents produced as a result of services provided hereunder for a period of four years ("Retention Period") from the date of termination of the contract. If, at the end of the Retention Period, there is litigation or other questions arising from, involving or concerning these Documents or the services provided hereunder, Vendor shall retain the records until the resolution of such litigation or other such questions. Vendor acknowledges and agrees that City shall have access to any and all such Documents at any and all times, as deemed necessary by City, during said Retention Period. City may, at its election, require Vendor to return the documents to City at Vendor's expense prior to or at the conclusion of the Retention Period. In such event, Vendor may retain a copy of the documents.

Vendor shall notify City, immediately, in the event Vendor receives any requests for information from a third party, which pertain to the Documents referenced herein. Vendor understands and agrees that City will process and handle all such requests.

Disclosure Requirements for Certain Government Contracts. For contracts (1) with a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by the City, or (2) that result in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the City in a given fiscal year, Vendor acknowledges that the requirements of the Texas Public Information Act, Government Code, Chapter 552, Subchapter J, pertaining to the preservation and disclosure of Contracting Information maintained by the City or sent between the City and a vendor, contractor, potential vendor, or potential contractor, may apply to this offer and any resulting contract. Vendor agrees that the contract can be terminated if Vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

By submitting a bid, Bidder warrants and certifies, and a contract awarded pursuant to this IFB is made

in reliance thereon, that it, has not knowingly or intentionally failed to comply with this subchapter in a previous offer or contract. City hereby relies on Vendor's certification, and if found to be false, City may reject the offer or terminate the Contract for material breach.

Severability. If any clause or provision of this contract is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of San Antonio, Texas, then and in that event it is the intention of the parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this contract shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein. It is also the intention of the parties hereto that in lieu of each clause or provision of this contract that is invalid, illegal, or unenforceable, there be added as a part of the contract a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

Compliance with Law. Vendor shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

Certifications. Vendor warrants and certifies that Vendor and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

Non-waiver of Performance. Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the party to be charged. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

Venue. **Venue of any court action brought directly or indirectly by reason of this contract shall be in Bexar County, Texas. This contract is made and is to be performed in Bexar County, Texas, and is governed by the laws of the State of Texas.**

Non-discrimination. As a condition of entering into this agreement, Vendor represents and warrants that it will comply with City's Commercial Nondiscrimination Policy, as described under Section III.C.1 of the SBEDA Ordinance. As part of such compliance, Vendor shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Vendor retaliate against any person for reporting instances of such discrimination. Vendor shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. Vendor understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of Vendor from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Vendor shall include this nondiscrimination clause in all subcontracts for the performance of this contract.

As a party to this contract, Vendor understands and agrees to comply with the *Non-Discrimination Policy* of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein.

Attorney's Fees. The Parties hereto expressly agree that, in the event of litigation, each party hereby waives its right to payment of attorneys' fees.

State Prohibitions on Contracts.

This section only applies to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

"Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. This term does not include a sole proprietorship.

Prohibition on Contracts with Companies Boycotting Israel.

Texas Government Code §2271.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli- controlled territory, but does not include an action made for ordinary business purposes.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Prohibition on Contracts with Companies Boycotting Certain Energy Companies.

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract.

"Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described in (A).

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott energy companies and will not boycott energy companies during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries.

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

"Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or

association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Contracts with Companies Engaged in Business with Iran, Sudan, or Foreign Terrorist Organization Prohibited. Texas Government Code §2252.152 provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §§2270.0201 or 2252.153. Vendor hereby certifies that it is not identified on such a list and that it will notify City should it be placed on such a list while under contract with City. City hereby relies on Vendor's certification. If found to be false, or if Vendor is identified on such list during the course of its contract with City, City may terminate the Contract for material breach.

Delinquent Taxes. In the event that Vendor is or subsequently becomes delinquent in the payment of taxes owed to the City of San Antonio, the City reserves the right to deduct any delinquent taxes from payments that the City may owe to the delinquent Vendor as a result of this contract.

Binding Contract. This contract shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

Entire Agreement. This contract, including City's final electronically posted online version, together with its authorizing ordinance and its price schedule(s), attachments, purchase orders, and exhibits, if any, constitutes the final and entire agreement between the parties hereto and contains all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind the parties hereto, unless same be in writing, dated subsequent to the date hereof, and be duly executed by the parties, in accordance with the Change Order provision herein. **Parties agree that City's final electronically posted online version of this solicitation contains the agreed upon specifications, scope of services, and terms and conditions of this contract, and shall control in the event of a conflict with any printed version signed and submitted by Vendor.**

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.

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.	V30016923
Signer’s Name	Brian Abromovage
Name of Business	ODP Business Solutions, LLC
Street Address	6600 North Military Trail
City, State, Zip Code	Boca Raton, FL 33496-2434
Email Address	angela.kubacak@odpbusiness.com
Telephone No.	830-353-2324
Fax No.	N/A
City’s Solicitation No.	6100018789

DocuSigned by:



Sig1C09BC77E45B48A...

ized to Sign Bid

008 - STANDARD DEFINITIONS

Whenever a term defined by the Uniform Commercial Code (“UCC”), as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

All-or-None Bid - an invitation to bid in which the City will award the entire contract to one bidder only.

Alternate Bid - two or more bids with substantive variations in the item or service offered from the same bidder in response to a solicitation.

Assignment - a transfer of claims, rights or interests in goods, services or property.

Bid - a complete, signed response to a solicitation. The term “bid” is synonymous with the term “offer”.

Bid Opening - a public meeting during which bid responses are disclosed.

Bidder - a person, firm or entity that submits a bid in response to a solicitation. The bidder whose bid is accepted by City may also be referred to herein as Contractor, Vendor or Supplier.

Bid Bond or Bid Guarantee - security to ensure that Bidder (a) will not withdraw the bid within the period specified for acceptance, and (b) will furnish any required bonds or performance guarantees, and any necessary insurance within the time specified in the solicitation.

Change Order - a change to the plans or specifications of the contract, or an increase or decrease in the quantity of work to be performed or of materials, equipment, or supplies to be furnished, issued by the Director after the bid has been accepted by the City.

City - the City of San Antonio, a Texas home-rule municipal corporation.

Contract - the binding legal agreement between the City and Vendor.

Contractor - the bidder whose bid is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Director – the Director of City’s Purchasing & General Services Department, or Director’s designee.

Equal or Equivalent - terms to indicate that similar products or other brands may be acceptable for purchase if specifications and functional requirements are met.

Invitation for Bid (IFB) – a solicitation requesting pricing for a specified good or a service.

Line Item - a listing of items in a bid for which a bidder is expected to provide separate pricing.

Low Bid - a bid which is lowest in price, but may not meet all requirements or specifications.

Lowest Responsible Bidder - the bidder whose bid meets all requirements of the specifications, terms and conditions of the IFB and results in the lowest cost to the City in an award based solely on price, taking into consideration the bidder’s competence and qualifications to perform the contract.

Non-Responsive Bid - a bid or offer that does not comply with the terms and conditions, or specifications and/or requirements of the IFB.

Offer - a complete, signed response to an IFB that, if accepted, would bind the bidder to perform the resultant contract. The term “offer” is synonymous with the term “bid”.

Payment Bond - a particular form of security provided by the contractor to protect the City against loss due to the contractor’s failure to pay suppliers and subcontractors.

Performance Bond - a particular form of security provided by the contractor to protect the City against loss due to the contractor's inability or unwillingness to complete the contract as agreed.

Performance Deposit - security provided by the contractor to protect the City against loss due to the contractor's inability or unwillingness to complete the contract as agreed.

Pre-Submittal Conference - a meeting conducted by the City, held in order to allow bidders to ask questions about the proposed contract and particularly, the contract specifications.

Purchase Order - a validly issued order placed by an authorized City department for the purchase of goods or services, written on the City's standard purchase order form, and which is Vendor's authority to deliver to and invoice the City for the goods or services specified in an IFB for the price stated in Vendor's bid.

Responsible Bidder - a bidder who is known to have the necessary competence and qualifications to perform and provide all requirements of an intended contract.

Responsive Bidder - a bidder who tenders a bid which meets all requirements of the invitation to bid and is a responsible bidder.

Sealed Bid - a bid submitted as a sealed document, whether hard copy or electronic, by a prescribed time to the location indicated in the IFB. The contents of the bid will not be made public prior to the bid opening.

Specifications - a description of what the City requires and what the bidder must offer; a description of the physical or functional characteristics of a product or material, or the nature of a service or construction item.

Subcontractor - a person, firm or entity providing goods or services to a vendor to be used in the performance of the Vendor's obligations under the contract with the City.

Supplier - the bidder whose bid is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Vendor - the bidder whose bid is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Waiver of Irregularity - noting, but disregarding an immaterial variance within a bid.

009 - ATTACHMENTS

ATTACHMENT A

PRICE SCHEDULE

Section A – CORE LIST

Section B – NON-CORE CATALOG % DISCOUNTS OFF THE LIST PRICE OF PUBLISHED CATALOG
(Posted as Separate Document)

ATTACHMENT B

LOCAL PREFERENCE PROGRAM IDENTIFICATION FORM

(Posted as Separate Document)

ATTACHMENT C

VETERAN PREFERENCE PROGRAM TRACKING FORM

(Posted as Separate Document)

ATTACHMENT D

FORM 1295

(Posted as Separate Document)

City of San Antonio Final Bid Tabulation

Opened:	December 20, 2024		Public Health or Safety
For:	Annual Contract For SAPD Motorcyclye Parts & Labor		Jimenez Sports, LLC., dba BMW Motorcycles of San Antonio 9929 Broadway
6100018551		TM	San Antonio, TX, 78214
Item	Description	Estimated Annual Quantity	210-828-5513
1	Delete		
2	Delete		
2.1	Delete		
2.2	Delete		
2.3	Delete		
2.4	Delete		
2.5	Delete		
2.6	Delete		
2.7	Delete		
2.8	Delete		
2.9	Delete		
2.10	Delete		
2.11	Delete		
2.12	Delete		
3	Delete		
3.1	Delete		
3.2	Delete		
3.3	Delete		
3.4	Delete		
3.5	Delete		
3.6	Delete		
3.7	Delete		
3.8	Delete		
4	BMW R1250ORTs Motorcycle Parts		
	A. Percent Discount Offered		0%
	B. Product Identification (Manufacturer)		BMW and Michelin (Tires only)
	C. Type of Price Schedule (dealer, jobber, etc.)		Manufacturer
	D. Price Schedule Number		N/A
	E. Date of Price Schedule		12/18/2024
	F. Price Schedule column on which discount is based (i.e., distributor, net, wholesale, etc.)		Net Unit Price
	G. Warranty		Two Years
5	BMW R1250ORTs Motorcycle Specified Items		
5.1	Brake Pads Front (Sets) 34 18 405 104, BWM Manufacturer Net Unit Price Extended Price	20 SETS	BMW \$95.44 \$1,908.80
5.2	Brake Pads Rear (Sets) 06455-MCA-016) BMW Manufacturer Net Unit Price Extended Price	20 SET	BMW \$107.96 \$2,159.20

City of San Antonio Final Bid Tabulation

Opened:	December 20, 2024		Public Health or Safety
For:	Annual Contract For SAPD Motorcycle Parts & Labor		Jimenez Sports, LLC., dba BMW Motorcycles of San Antonio 9929 Broadway
5.3	Disk Brakes front with Rivet, 34 118 526 566, BMW Manufacturer Net Unit Price Extended Price	5 EACH	BMW \$418.73 \$2,093.65
5.4	Rubber Valve Stems -Incorporated in TPM, BMW Manufacturer Net Unit Price Extended Price	1 PKG (Pack of 6)	BMW N/A N/A
5.5	Headlight Bulbs, 63 217 160 780; BMW Manufacturer Net Unit Price Extended Price	5 EACH	BMW \$15.66 \$78.30
5.6	TPM Sensors with Valve Stem, 36 318 532 731, BMW Manufacturer Net Unit Price Extended Price	5 EACH	BMW \$25.42 \$127.10
5.7	Turn Signal Switch Assembly (Left Multifunction Switch) 61 318 388 631; BMW Manufacturer Net Unit Price Extended Price	5 EACH	BMW \$675.19 \$3,375.95
5.8	Rubber Foot Peg; 46 718 544 723;BMW Manufacturer Net Unit Price Extended Price	5 EACH	BMW \$27.76 \$138.80
5.9	Front Fork Seal Set; one per fork 31 42 8 532 723, BMW Manufacturer Net Unit Price Extended Price	5 SET	BMW \$76.65 \$383.25
5.10	Fork Oil 10W, 31 42 9067 158 Manufacturer Net Unit Price Extended Price	5 EACH	BMW \$23.13 \$115.65
	Total (Lines 5.1-5.10)		\$10,380.70
6	Periodic Maintenance Cost per Service Type - For BMW Motorcycles		
6.1	Category I Maintenance Schedule Net Unit Price Extended Price	25 EACH	\$258.12 \$6,453.00
6.2	Category II Maintenance Schedule Net Unit Price Extended Price	20 EACH	\$820.36 \$16,407.20
6.3	Category III Maintenance Schedule Net Unit Price Extended Price	20 EACH	\$258.12 \$5,162.40
6.4	Category IV Maintenance Schedule Net Unit Price Extended Price	5 EACH	\$820.36 \$4,101.80
6.5	New Front Tire (Removal-Install-Balance) Net Unit Price Extended Price	35 EACH	\$334.53 \$11,708.55

City of San Antonio Final Bid Tabulation

Opened: For:	December 20, 2024		Public Health or Safety
	Annual Contract For SAPD Motorcycle Parts & Labor		Jimenez Sports, LLC., dba BMW Motorcycles of San Antonio 9929 Broadway
6.6	New Rear Tower (Removal-Install-Balance) Net Unit Price Extended Price	35 EACH	 \$410.55 \$14,369.25
6.7	Battery Replacement Net Unit Price Extended Price	20 EACH	 \$188.72 \$3,774.40
6.8	Labor Rate for Repair Net Unit Price Extended Price	120 EACH	 \$145.00 17,400.00
	Total (Lines 6.1-6.8)		\$79,376.60
	BMW R1250)RTs		
	1) Warranty on Labor		Two Years
	2) Warranty for Specified Parts		Two Years
	3) Deliveries will be made 7 calendar days after receipt of order		Yes
	4) Prompt Payment Discount		Net 30
	5) Address of Business-Servicing Location(s)		BMW Motors of San Antonio 9929 Broadway San Antonio, TX, 78217 Bexar County
	Business Hours and Servicing Location(s)		
	Days and hours of operation		Tuesday- Friday 10:00 AM to 6:00 PM
	Weekends (if applicable)		Saturday 10:00 AM to 4:00 PM
	Estimated Annual Total		\$89,757.30
	Estimated Annual Award		\$89,757.30

Deleted Items: 1, 2, and 3 will be re-bid at a later date.



CITY OF SAN ANTONIO
Finance Department, Purchasing Division

REQUEST FOR OFFER (“RFO”) NO.: 6100018551

**SAPD FORMAL ANNUAL CONTRACT FOR POLICE MOTORCYCLES
PARTS AND SERVICES**

Date Issued: DECEMBER 6, 2024

RESPONSES MUST BE RECEIVED NO LATER THAN:
10:00 AM, CENTRAL TIME, December 18, 2024

Responses may be submitted by any of the following means:
Electronic submission through the Portal

***Offer submissions will only be accepted electronically through the Vendor Portal**

Bid Bond: None Performance Bond: None Payment Bond: None Other: None

See Supplemental Terms & Conditions for information on these requirements.

Affirmative Procurement Initiative: None

DBE / ACDBE Requirements: None

See Instructions for Offerors and Attachments sections for more information on these requirements.

Pre-Submittal Conference: None

Staff Contact Person:

Taylor Mayo

Procurement Specialist II

Email: Taylor.Mayo@sanantonio.gov

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003 - INSTRUCTIONS FOR OFFERORS

Submission of Offers. * **Offer submissions will only be accepted electronically***

Submission of Electronic Offer's. Submit one offer electronically by the due date provided on the Cover Page. All times stated herein are Central Time. Any offer or modification received after the time and date stated on the Cover Page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.

Modified Offer. Offer's may be modified provided such modifications are received prior to the time and date set for submission of Offer, and submitted in the same manner as original offer **"electronically"**. Electronic offer's, a modified offer will automatically replace a prior offer submission. See below for information on submitting Alternate Offer's.

City shall not be responsible for lost or misdirected offers or modifications.

For electronic offers, Offeror's electronic submission, with accompanying affirmations, constitutes a binding signature for all purposes.

Offerors are cautioned that they are responsible for the security of their log on ID and password, since unauthorized use could result in Offeror's being held liable for the submission.

Certified Vendor Registration Form. If Offeror has not completed the City's Certified Vendor Registration (CVR) Form, Offeror is required to do so prior to the due date for submission of offers. The CVR form may be accessed at <http://www.sanantonio.gov/purchasing/>. Offerors must identify the correct name of the entity that will be providing the goods and/or services under the contract. No nicknames, abbreviations (unless part of the legal title), shortened or short-hand names will be accepted in place of the full, true and correct legal name of the entity.

Alternate Offers. Alternate offers may be allowed at the sole discretion of City.

Electronic Alternate Offers Submitted Through the Portal. All alternate offers are recorded with original offers when submitted electronically.

Catalog Pricing. (This section applies to offers using catalog pricing, unless this is a cooperative purchase.)

The offer will be based on manufacturer's latest dated price list(s). Said price list(s) must denote the manufacturer, latest effective date and price schedule.

Offerors shall be responsible for providing one copy of the manufacturer's catalog for each manufacturer for which an offer is submitted. Offeror shall provide said catalog at the time of submission of its offer. Manufacturers' catalogs may be submitted in any of the following formats: paper copy, flash drive or CD ROM. **Catalogs shall be mailed to the Finance Department, Procurement Division, P.O. Box 839966, San Antonio, Texas 78283-3966 prior to bid opening.** Bidder shall submit a PDF file for proposals submitted electronically. .

Offerors may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of the City Finance Department-Procurement Division.

Specified items identified herein, if any, are for overall offer evaluation and represent the commonly and most used items. Net prices entered for those specified items must reflect the actual price derived from quoted price list less all discounts offered.

Restrictions on Communication.

Offers are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFO or offers from the time the RFO has been released until the contract is posted for consideration as a City Council agenda item during a meeting designated as an "A" session; and 2) City employees from the time the RFO has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFO and/or offer submitted by offeror. Violation of this provision by offeror and/or its agent may lead to disqualification of Offeror's offer from consideration.

Exceptions to the restrictions on communication with City employees include:

Offerors may ask verbal questions concerning this RFO at the Pre-Submittal Conference.

Offerors may submit written questions, or objections to specifications, concerning this RFO to the Staff Contact Person listed on the Cover Page on or before one calendar days prior to the date offers are due. Questions received after the stated deadline will not be answered. Questions submitted and the City's responses will be posted with this solicitation. All questions shall be sent by e-mail or through the portal.

Offerors may provide responses to questions asked of them by the Staff Contact Person after responses are received. The Staff Contact Person may request clarification to assist in evaluating the Offeror's response. The information provided is not intended to change the offer response in any fashion. Such additional information must be provided within two business days from City's request.

Offerors and/or their agents are encouraged to contact the Small Business Office of the International and Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the SBEDA form (s), if any. The point of contact is identified on the Cover Page. Contacting the Small Business Office regarding this RFO after the due date is not permitted. If this solicitation contains Affirmative Procurement Initiatives, it will be noted on the Cover Page.

If this solicitation contains DBE/ACDBE requirements, offeror and/or their agents may contact the Aviation Department's DBE/ACDBE Liaison Officer for assistance or clarification with issues specifically related to the DBE/ACDBE policy and/or completion of the required form(s). Point of contact is Ms. Barbara Patton, who may be reached via telephone at (210) 207-3592 or through e-mail at Barbara.Patton@sanantonio.gov. Offerors and/or their agents may contact Ms. Patton at any time prior to the due date for submission of offer. Contacting her or her office regarding this RFO after the offer due date is not permitted. If this solicitation contains DBE/ACDBE requirements, it will be noted on the Cover Page.

Pre-Submittal Conference.

If a Pre-Submittal Conference is scheduled, it will be held at the time and place noted on the Cover Page. Offerors are encouraged to prepare and submit their questions in writing in advance of the Pre-Submittal Conference in order to expedite the proceedings.

Pre-Submittal Conference participation is optional, but highly encouraged.

Respondents who join the WebEx Pre-Bid Conference are highly encouraged to email the solicitation's Staff Point of Contact confirming Respondent attendance and participation through the WebEx.

Any oral response given at the Pre-Bid Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City.

To request an interpreter for the deaf or other assistance, call (210) 207-7245 Voice/TTY. Interpreters for the deaf must be requested at least 48 hours prior to the meeting.

Changes to RFO.

Changes to this RFO made prior to the offer due date shall be made directly to the original RFO. Changes are captured by creating a replacement version each time the RFO is changed. It is Offeror's responsibility to check for new versions until the offer due date. City will assume that all offers received are based on the final version of the RFO as it exists on the day offers are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFO.

Preparation of Offers.

All information required by the RFO must be furnished or the offer may be deemed non-responsive and rejected. Any ambiguity in the offer as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of City.

Correct Legal Name. If an Offeror is found to have incorrectly or incompletely stated the name of the entity that will provide goods and/or services, the offer may be rejected.

Line Item Offers. Any offer that is considered for award by each unit or line item must include a price for each unit or line item for which Offeror wishes to be considered. All offers are awarded on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" offer in the Supplemental Terms & Conditions.

All or None Offers. Any offer that is considered for award on an "all or none" basis must include a price for all units or line items. In an "All or None" offer, a unit price left blank shall result in the offer being deemed nonresponsive and disqualified from consideration. An "All or None" offer is one in which City will award the entire contract to one offeror only.

Delivery Dates. Proposed delivery dates must be shown in the offer form where required and shall include weekends and holidays, unless specified otherwise in this RFO. Proposed delivery times must be specific. Phrases such as "as required", "as soon as possible" or "prompt" may result in disqualification of the offer. Special delivery instructions, if any, may be found in the Specifications / Scope of Services section of this document, or in the Purchase Order.

Tax Exemption. The City of San Antonio is exempt from payment of federal taxes, and State of Texas limited sales excise and use taxes. Offerors must not include such taxes in offer prices. An exemption certificate will be signed by City where applicable upon request by Offeror after contract award.

Samples, Demonstrations and Pre-award Testing. If requested by City, Offeror shall provide product samples, demonstrations, and/or testing of items offered to ensure compliance with specifications prior to award of the contract. Samples, demonstrations and/or testing must be provided within 7 calendar days of City's request. Failure to comply with City's request may result in rejection of an offer. All samples (including return thereof), demonstrations, and/or testing shall be at Offeror's expense. Samples will be returned upon written request. Requests for return of samples must be made in writing at the time the samples are provided. Otherwise, samples will become property of City at no cost to City. Samples that are consumed or destroyed during demonstrations or testing will not be returned.

Estimated Quantities for Annual Contracts.

Designation as an “annual” contract is found in the contract’s title on the Cover Page of this document. The quantities stated are estimates only and are in no way binding upon City. Estimated quantities are used for the purpose of evaluation. City may increase or decrease quantities as needed. Where a contract is awarded on a unit price basis, payment shall be based on the actual quantities supplied.

Offerors shall thoroughly examine the drawings, specifications, schedule(s), instructions and all other contract documents.

Offerors shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment, or conditions and sites/locations for providing goods and services as required by this RFO. No plea of ignorance by Offeror will be accepted as a basis for varying the requirements of City or the compensation to Offeror.

Confidential or Proprietary Information. All offers become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Offeror should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Offeror may not be considered confidential under Texas law, or pursuant to a Court order. Pricing may be tabulated and posted to City’s website, so shall not be considered proprietary or confidential.

Costs of Preparation. Offeror shall bear any and all costs that are associated with the preparation of the Offer, attendance at the Pre-Submittal conference, if any, or during any phase of the selection process.

Rejection of Offers.

City may reject any and all offers, in whole or in part, cancel the RFO and reissue the solicitation. City may reject an offer if:

Offeror misstates or conceals any material fact in the offer; or

The offer does not strictly conform to law or the requirements of the offer;

The offer is conditional; or

Any other reason that would lead City to believe that the offer is non-responsive or Offeror is not responsible.

City, in its sole discretion, may also waive any minor informalities or irregularities in any offer, such as failure to submit sufficient offer copies, failure to submit literature or similar attachments, or business affiliation information.

Changes to Offer Form. Offers must be submitted on the forms furnished. Offers that change the format or content of City’s RFO may be rejected.

Withdrawal of Offers. Offers may be withdrawn prior to the due date. Offers submitted electronically may be withdrawn electronically.

Evaluation and Award of Contract.

City reserves the right to make an award on the basis of City’s best interests. Award may also be made based on low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an “all or none” offer in the Supplemental Terms & Conditions.

A written award of acceptance, manifested by a City Ordinance, and a purchase order furnished to Offeror results in a binding contract without further action by either party. Offeror must have the Purchase Order before making any delivery.

City reserves the right to delete items prior to the awarding of the contract, and purchase said items by other means.

Inspection of Facilities/Equipment. Depending on the nature of the RFO, Offerors' facilities and equipment may be a determining factor in making the offer award. All Offerors may be subject to inspection of their facilities and equipment.

Prompt Payment Discount.

Provided Offeror meets the requirements stated herein, City shall take Offeror's offered prompt payment discount into consideration. The evaluation will not be based on the discount percentage alone, but rather the net price as determined by applying the discount to the offer price, either per line item or total offer amount. However, City reserves the right to reject a discount if the percentage is too low to be of value to City, all things considered. City may also reject a discount if the percentage is so high as to create an overly large disparity between the price City would pay if it is able to take advantage of the discount and the price City would pay if it were unable to pay within the discount period. City may always reject the discount and pay within the 30 day period, at City's sole option.

City will not consider discounts that provide fewer than 10 days to pay in order to receive the discount.

For example, payment terms of 2% 5, Net 30 will NOT be considered in offer evaluations or in the payment of invoices. However, payment terms of 2% 10, Net 30 will result in a two percent reduction in the offer price during offer evaluation, and City will take the 2% discount if the invoice is paid within the 10 day time period.

Prohibited Financial Interest.

The Charter of the City of San Antonio and the City of San Antonio Code of Ethics prohibit a City officer or employee, as those terms are defined in the Code of Ethics, from having a direct or indirect financial interest in any contract with City. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale:

- A City officer or employee; his or her spouse, sibling, parent, child, or other family member within the first degree of consanguinity or affinity;
- An entity in which the officer or employee, or his or her parent, child or spouse directly or indirectly owns (i) 10% or more of the voting stock or shares of the entity, or 10% or more of the fair market value of the entity; or
- An entity in which any individual or entity listed above is (i) a subcontractor on a City contract, (ii) a partner or (iii) a parent or subsidiary entity.

By submitting a proposal, Respondent warrants and certifies, and a contract awarded pursuant to this RFO is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the City.

State of Texas Conflict of Interest:

Questionnaire (Form CIQ). Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City,

shall file a completed Form CIQ with the City Clerk if those persons meet the requirements under 176.006(a) of the statute.

By law this questionnaire must be filed with the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Texas Local Government Code.

Form CIQ is available from the Texas Ethics Commission by accessing the following web address:

<https://ethics.state.tx.us/forms/conflict/>

In addition, please complete the **City's Addendum to Form CIQ (Form CIQ-A)** and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at:

<http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>

When completed, the CIQ Form and the CIQ-A Form should be submitted together by mail to the Office of the City Clerk. Please mail to:

Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966.

Do not include these forms with your offer. The Purchasing Division will not deliver the forms to the City Clerk for you.

004 - SPECIFICATIONS / SCOPE OF SERVICES

4.0 SCOPE OF SERVICES

4.0.1 The City of San Antonio (CITY) is seeking offers for a contractor(s) to provide Honda and BMW Motorcycle parts, maintenance and repair services for 2019 and newer motorcycle models for the San Antonio Police Department (SAPD), in accordance with manufacturer recommendations and the specifications listed herein. This contract will be utilized by the SAPD's Motorcycle Traffic Patrol Unit to service motorcycles.

4.1 BACKGROUND

4.1.1 SAPD currently has 9 Honda Motorcycles and 19 BMW Motorcycles in their fleet. Motorcycles shall be serviced by certified repair technicians only and ensure no warranties are void due repairs being done. In City's sole discretion, the contract award may be made to two vendors, one to provide services for Honda Gold Wing Motorcycles and the other for BMW R125ORTs motorcycles. City intends to use this contract to provide services for motorcycles once existing warranties that provide the same services have lapsed. The current motorcycle fleet consists of the following:

MOTORCYCLE	YEAR	QUANTITY
Honda Gold Wing	2019	1
Honda Gold Wing	2020	2
Honda Gold Wing	2021	6
	Total	9
BMW - R125ORTs	2020	2
BMW - R125ORTs	2023	10
BMW - R125ORTs	2024	7
	Total	19

4.2 STANDARD REQUIREMENTS

4.2.1 All parts supplied shall be new and unused.

4.2.2 Bids for parts exceeding the suggested OEM retail price will be rejected.

4.2.3 Contractor shall maintain a stock level of parts which, within the industry, are considered to be fast moving, normal wear items for which three (3) demands have occurred within the most recent 180-day period.

4.2.4 COMPLETION OF WORK: Upon notification to the SAPD by the vendor that maintenance or repairs have been completed, documentation of labor and parts replaced shall be available for inspection by the SAPD. Final invoices must be submitted no later than (5) working days after the inspection.

4.2.5 REPLACED PARTS: All parts which are replaced during maintenance or repair service and which are billable shall be available for inspection by SAPD. SAPD will pick up such parts once notified that vendor has completed the services.

4.2.6 Vendor shall allow City to return unused, purchased parts and credit City's account during the contract period, when such parts have become obsolete for City's needs, provided that these items are in the original cartons and in marketable condition. The credit shall be in the same amount as City originally paid for the part. Vendor shall not apply any restocking or other fees. If City is at the end of the contract term, City may request a refund

in place of the credit, and Vendor shall pay same within 30 days of City's request, by check made payable to the City of San Antonio and addressed to the SAPD Fleet Operations Manager or designated representative at P.O. Box 839966, San Antonio, Texas 78283-3966.

4.2.7 All costs associated with shop supplies, environmental fees, or any other expenses incurred in fulfilling this contract, shall be included in the price offered.

4.2.8 The preferred service facilities shall be located within Bexar County.

4.2.9 REFERENCES: Vendor shall provide a minimum of 3 references including: Entity name, address, phone number, email, years of service, and value of contract.

4.3 GENERAL CONDITIONS

4.3.1 Contractor shall service and repair 2019 and newer Honda Motorcycles and /or 2020 and newer BMW motorcycles.

4.3.2 Contractor shall have all equipment necessary to return motorcycles to the San Antonio Police Department during normal working hours. Monday through Friday 7:30 AM - 4:30 PM

4.3.3 All motorcycles undergoing scheduled service will require priority to prevent unnecessary delay in return to SAPD control.

4.3.4 REPAIR ESTIMATES (if required):

Estimates by an independent state registered appraiser, approved by the SAPD, shall be required in writing

for motorcycles with damage exceeding \$1000.00 Estimates on motorcycles with less than \$1,000.00 damage may be made by the contractor in writing and shall be approved by SAPD in writing prior to start of repairs. Reference section 4.3.6 below.

4.3.5 MANUFACTURER'S WARRANTY FLAT RATE SCHEDULE: The labor hours invoiced to the SAPD shall be based on the current Manufacturer's Warranty Flat Rate Schedule. Invoicing for these repairs shall not exceed those estimates. Contractor shall submit a copy of the manufacturer's flat rate schedule(s) upon award.

4.3.6 WARRANTY - In addition to the warranty requirements stated in the General Terms and Conditions section of this RFO, Vendor shall provide a warranty against defects in materials and workmanship for all parts supplied hereunder, or the manufacturer's warranty if greater. Contractor shall be responsible for coordinating any repairs covered under the manufacturer's warranty and performing work in compliance with the warranty terms.

4.3.7 Vendor shall replace all parts found to be defective at no cost to City during this warranty period, including shipping, and transportation.

4.3.8 All repairs must have prior written email authorization from the San Antonio Police Department Fleet Management Division. Contact: Fleet Supervisor San Antonio Police Department, at (210) 207-7514 for instructions. Reference section 4.3.4.

4.3.9 Contractor shall assume full responsibility for any motorcycle(s) belonging to SAPD while in their possession and secure motorcycle(s) at all times.

4.4 MAINTENANCE REQUIREMENTS – FOR HONDA GOLD WING MOTORCYCLES

4.4.1 Maintenance requirements shall include all manufacturers' recommended service points listed as follows:

4.4.2 Motorcycles require the first oil change at 800 miles.

4.4.3 PERIODIC MAINTENANCE to include emission control system, and general maintenance/lubrication, defined by categories below.

4.4.4 CATEGORY I: PERFORMED EVERY 4,000 MILES.

Includes all manufacturers' recommended service points (excluding spark plug replacement) and as follows:

- ☐ Change engine oil & filter
- ☐ Check crankcase breather, brake & clutch system, nuts, bolts & fasteners, wheels, tires & lighting
- ☐ Change final drive oil
- ☐ Adjust cables.
- ☐ Lube all pivot points

4.4.5 CATEGORY II: PERFORMED EVERY 8,000 MILES.

- ☐ Includes CATEGORY I and spark plug replacement.
- ☐ Change engine oil & filter
- ☐ Check crank case breather, brake & clutch system, nuts, bolts & fasteners, wheels, tires & lighting
- ☐ Change final drive oil
- ☐ Lube all pivot points.

4.4.6 CATEGORY III: PERFORMED EVERY 12,000 MILES.

Includes all manufacturers' recommended service points at 12,000 miles or less and as follows:

- ☐ Change engine oil & filter
- ☐ Change air filter and coolant
- ☐ Check crankcase breather, brake & clutch system, nuts, bolts & fasteners, wheels, tires & lighting
- ☐ Change final drive oil, brake & clutch fluid
- ☐ Lube all pivot points.

4.4.7 CATEGORY IV: PERFORMED EVERY 32,000 MILES.

Includes all manufacturers' recommended service points at 32,000 miles and as follows:

- ☐ Inspect & adjust valves
- ☐ Change engine oil & filter
- ☐ Change spark plugs
- ☐ Check crankcase breather, brake & clutch system, nuts, bolts & fasteners, wheels, tires & lighting, and steering head bearings
- ☐ Change final drive oil
- ☐ Lube all pivot points

4.4.8 TIRES & BATTERY REPLACEMENT

Tires and batteries shall be checked at every scheduled maintenance, Category I, II, III, and IV and replaced if needed. Motorcycles shall require as needed tire removal, install, balancing, and battery replacement. Tires and batteries shall be replaced with new OEM tires / batteries. The contractor shall be responsible for the disposal of batteries tires and all associated costs.

4.5 MAINTENANCE REQUIREMENTS – FOR BMW MOTORCYCLES

4.5.1 Maintenance requirements shall include all manufacturers' recommended service points listed as follows:

4.5.2 Motorcycles require the first oil change at 600 miles.

4.5.3 PERIODIC MAINTENANCE to include emission control system, and general maintenance/lubrication, defined by categories below.

4.5.4 CATEGORY I: PERFORMED EVERY 6,000 MILES. Includes all manufacturer's recommended service points (excluding spark plug replacement) and as follows:

- ☐ Change engine oil & filter
- ☐ Check crankcase breather, brake & clutch system, nuts, bolts & fasteners, wheels, tires & lighting
- ☐ Change final drive oil
- ☐ Adjust cables.
- ☐ Lube all pivot points

4.5.5 CATEGORY II: PERFORMED EVERY 12,000 miles.

- ☐ Includes CATEGORY I and spark plug replacement.
- ☐ Change engine oil & filter
- ☐ Check crank case breather, brake & clutch system, nuts, bolts & fasteners, wheels, tires & lighting
- ☐ Change final drive oil
- ☐ Lube all pivot points.

4.5.6 CATEGORY III: PERFORMED EVERY 18,000 MILES. Includes all manufacturers' recommended service points at 24,600 miles or less and as follows:

- ☐ Change engine oil & filter
- ☐ Change air filter and coolant
- ☐ Check crankcase breather, brake & clutch system, nuts, bolts & fasteners, wheels, tires & lighting
- ☐ Change final drive oil, brake & clutch fluid,
- ☐ Lube all pivot points.

4.5.7 CATEGORY IV: PERFORMED EVERY 36,000 MILES.

Includes all manufacturers' recommended service points at 36,000 miles and as follows:

- ☐ Inspect & adjust valves
- ☐ Change engine oil & filter
- ☐ Change spark plugs
- ☐ Check crankcase breather, brake & clutch system, nuts, bolts & fasteners, wheels, tires & lighting, and steering head bearings
- ☐ Change final drive oil
- ☐ Lube all pivot points

4.5.8 TIRES & BATTERY REPLACEMENT

Tires and batteries shall be checked at every scheduled maintenance, Category I, II, III, and IV and replaced if needed. Motorcycles shall require as needed tire removal, install, balancing, and battery replacement. Tires and batteries shall be replaced with new OEM tires / batteries. The contractor shall be responsible for the disposal of batteries tires and all associated costs.

4.6 INVOICES

4.6.1 Contractor shall submit invoices upon job completion. All invoices shall detail and include:

- ☐ Vehicle unit number
- ☐ Vehicle identification number serviced
- ☐ Detailed list of work performed.

- ☐ Officers Signature
- ☐ Invoices shall include the applicable awarded contract number
- ☐ Price(s)
- ☐ Invoices submitted shall not include non-contracted items.
- ☐ Vendor shall follow all requirements pertaining to proper invoicing herein. See additional invoice requirements in Section 006 – General Terms and Conditions, Information Required On Invoice.

005 - SUPPLEMENTAL TERMS & CONDITIONS

Original Contract Term.

This contract shall begin upon the effective date of the ordinance awarding the contract, or date specified in the award letter if this contract does not exceed \$50,000.00. This contract shall terminate on March 31, 2029.

Renewals.

At City's option, this Contract may be renewed under the same terms and conditions for 2 additional, one-year period(s). Renewals shall be in writing and signed by Director, without further action by the San Antonio City Council, subject to and contingent upon appropriation of funding therefor.

Temporary Short Term Extensions.

City shall have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month to month basis, not to exceed three months. Said month to month extensions shall be in writing, signed by Director, and shall not require City Council approval, subject to and contingent upon appropriation of funding therefor.

Temporary Contract Pending Award of Contract by City Council

Occasionally, the City has a need for goods or services prior to the date set for the San Antonio City Council to consider a contract for award. If such a situation arises with regard to this solicitation, and if City intends to recommend Vendor's bid to the City Council for award of a contract, City may require Vendor to provide goods or services prior to the date set for City Council to consider the bid for award of a contract. City shall provide Vendor advance written notice if such occasion arises.

In such event, City's written notice shall constitute acceptance of Vendor's bid and shall result in a temporary contract to provide goods and/or services until City Council considers and awards the contract contemplated in this solicitation. The total expenditure under the temporary contract shall not exceed \$50,000. The temporary contract shall begin on the date set forth in City's written notice and shall terminate when the total expenditure reaches \$50,000, or upon subsequent written notice from City, whichever shall occur sooner. Should City Council authorize award of a contract to Vendor pursuant to this solicitation, said award shall automatically terminate the temporary contract upon the effective date of the newly awarded contract.

During the term of the temporary contract, all goods or services shall be provided in accordance with the terms and conditions contained in this solicitation, with the exception of the Original Contract Term, which is modified as indicated above for the temporary contract.

Acceptance of Vendor's bid for the purposes of award of a temporary contract does not constitute award of the full contract with the Original Contract Term. Such a contract may only be awarded by the San Antonio City Council by passage of an ordinance. Neither does award of a temporary contract obligate City to recommend Vendor's bid for award to the City Council, or guarantee that the City Council will award the contract to Vendor.

Catalog Discount Pricing.

It is agreed that any published price list(s) may be superseded or replaced during the contract period only if such price list is published by the manufacturer for industry wide use. If Vendor's price list is a compilation of products from various manufacturer's, then the product pricing for a particular manufacturer's products may be superseded or replaced if that manufacturer's price increase is published for industry wide use. Vendor must be able to substantiate the price increase to City's satisfaction.

It is agreed that any price list provided other than one compiled from the manufacturer's price list may not be superseded or replaced during the contract period.

Discounts or mark-ups accepted as part of this bid are not subject to revision.

A written notice, of not less than 60 days, stipulating in detail the changes of a price list must be furnished by the Vendor and approved by the City before revisions go into effect.

All price lists submitted with the bid, or approved revisions, are hereby incorporated into this contract by reference.

Vendor's percentage discount off catalog price stated on the Price Schedule shall be deemed a minimum discount. Vendor may provide a greater discount at any time during the contract period for reasons deemed appropriate by Vendor, such as volume discount pricing for large orders.

Producer Price Index (PPI) Price Adjustment Clause.

Price Adjustments. The prices shown on the Price Schedule may be increased or decreased as follows:

Base Period for Price Adjustment. The base selling price is the price shown on the original Price Schedule submitted by Vendor with its original bid. The effective month and year of the base selling price (known as the "base period") shall be the effective date of the month and year in which this contract is awarded.

Date for Price Adjustment. Prices may be adjusted once annually (the "Price Adjustment Date").

Version of Data for Price Adjustment. Calculations of price adjustments shall use the latest version of the PPI data published as of the Price Adjustment Date.

PPI Index for Price Adjustment. The U.S. Department of Labor, Bureau of Labor Statistics ("BLS") Producers Price Index ("PPI") for Printing and related support activities, Series ID# PCU PCU336991336991 not seasonally adjusted, shall be used by the Parties to calculate changes in price. If this index is discontinued, the Parties shall use the next, higher level series of this index that is available. If no higher level series of said index is available, the Parties shall negotiate a successor index. If the BLS changes the title of this index or recodes the index, it is considered the same series and requires no change by the Parties.

Official Source of Data for Price Adjustment. The parties shall use the PPI Detailed Report as the source of data for the index.

Method of Calculation for Price Adjustment. To calculate the price adjustment, the following formula shall be used.

Divide the current index value (the value as of the date stated for the price adjustment) by the index value for the base period. The resulting number is the percentage change in the index value between the current period and the base period (the "percentage change in index value").

Multiply the base price by the percentage change in index value. The sum proven equals the adjusted price.

Example: (The numbers shown below are for illustration purposes only.)

Current index value at time of calculation	115.5
Divided by index for base period	110.0
Proven equals	1.050
Base price	\$1,000.00
Multiplied by the percentage change in index value	1.050

Proven equals adjusted price

\$1,050.00

The same procedure shall be followed for each adjustment authorized herein, using the current index at the time the adjustment is made and the original base period.

Written Requests for Price Adjustments. Price adjustments are not automatic. Vendor must submit a written request for a price adjustment to the Purchasing & General Services Department. Requests must be received by the Purchasing & General Services Department at least 60 days' prior to the date the price adjustment is to take effect. If City does not wish to accept the price adjustment, City may terminate the contract for convenience. City may initiate a price adjustment in the event of falling prices. City shall notify Vendor at least 60 days' prior to the date the price adjustment is to take effect.

Warranty.

A minimum of 90-days product guarantee or the manufacturer's standard commercial warranty, whichever is greater, shall apply to all products and/or services purchased under this RFO, unless otherwise specified in the Specifications/Scope of Services section of this RFO. This warranty shall provide for replacement of defective merchandise, parts, and labor, and shall include pick-up of the defective merchandise from City and delivery of the replacement(s) to the same location. The warranty shall be effective from the date of acceptance of the merchandise, or completion of the service, as applicable.

Force Majeure.

Should performance of any obligation created under this Agreement become illegal or impossible by reason of fire, flood, storm, epidemic, pandemic, or other national or regional emergency, act of God, governmental authority, or the common enemy, or the result of war, riot, civil commotion, sovereign conduct, or any other cause not enumerated herein but which is beyond the reasonable control of the Party whose performance is affected, then the performance of any such obligation is suspended during the period of, and only to the extent of, such prevention or hindrance, provided the affected Party provides reasonable notice of the event of force majeure and exercises all reasonable diligence to remove the cause of force majeure.

Rejection of Disclaimers of Warranties & Limitations Of Liability.

ANY TERM OR CONDITION IN ANY DOCUMENT FURNISHED BY VENDOR, DISCLAIMING THE IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR ATTEMPTING TO LIMIT VENDOR'S LIABILITY SHALL BE OF NO FORCE OR EFFECT, AND SHALL BE STRICKEN FROM THE CONTRACT DOCUMENTS AS IF NEVER CONTAINED THEREIN.

Catalog Discount Pricing.

It is agreed that any published price list(s) may be superseded or replaced during the contract period only if such price list is published by the manufacturer for industry wide use. If Vendor's price list is a compilation of products from various manufacturer's, then the product pricing for a particular manufacturer's products may be superseded or replaced if that manufacturer's price increase is published for industry wide use. Vendor must be able to substantiate the price increase to City's satisfaction.

It is agreed that any price list provided other than one compiled from the manufacturer's price list may not be superseded or replaced during the contract period.

Discounts or mark-ups accepted as part of this bid are not subject to revision.

A written notice, of not less than 60 days, stipulating in detail the changes of a price list must be furnished by the Vendor and approved by the City before revisions go into effect.

All price lists submitted with the bid, or approved revisions, are hereby incorporated into this contract by reference.

Vendor's percentage discount off catalog price stated on the Price Schedule shall be deemed a minimum discount. Vendor may provide a greater discount at any time during the contract period for reasons deemed appropriate by Vendor, such as volume discount pricing for large orders.

Insurance.

Prior to the commencement of services and delivery of parts under this Agreement, CONTRACTOR must provide a completed Certificate(s) of Insurance to CITY's San Antonio Police Department (SAPD). The certificate must be:

- clearly labeled with the name of the contract in the Description of Operations block;
- completed by an agent and signed by a person authorized by the insurer to bind coverage on its behalf (CITY will not accept Memorandum of Insurance or Binders as proof of insurance); and
- properly endorsed and have the agent's signature, and phone number.

Certificates may be mailed or sent via email, directly from the insurer's authorized representative. CITY shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by CITY'S San Antonio Fire Department. No officer or employee, other than CITY'S Risk Manager, shall have authority to waive this requirement.

If the City does not receive copies of insurance endorsement, then by executing this RFO, CONTRACTOR certifies and represents that its endorsements do not materially alter or diminish the insurance coverage for this contract.

The City's Risk Manager reserves the right to modify the insurance coverages, their limits, and deductibles prior to the scheduled event or during the effective period of this Agreement based on changes in statutory law, court decisions, and changes in the insurance market which presents an increased risk exposure.

CONTRACTOR shall obtain and maintain in full force and effect for the duration of this Agreement, at CONTRACTOR'S sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and with an A.M. Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below. If the CONTRACTOR claims to be self-insured, they must provide a copy of their declaration page so the CITY can review their deductibles:

TYPE	AMOUNTS
1. Workers' Compensation	Statutory
2. Employers' Liability	\$1,000,000/\$1,000,000/\$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury *d. Independent Contractors	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella Liability Coverage

4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
*5.Products liability	\$1,000,000 per occurrence; \$2,000,000 general aggregate, or its equivalent in Umbrella Liability Coverage.
*6. Garage keepers Liability	\$1,000,000 per occurrence; \$2,000,000 general aggregate, or its equivalent in Umbrella Liability Coverage.
*If Applicable	

CONTRACTOR must require, by written contract, that all subcontractors providing goods or services under this Agreement obtain the same insurance coverages required of CONTRACTOR and provide a certificate of insurance and endorsement that names CONTRACTOR and CITY as additional insureds. CONTRACTOR shall provide CITY with subcontractor certificates and endorsements before the subcontractor starts work.

If a loss results in litigation, then the CITY is entitled, upon request and without expense to the City, to receive copies of the policies, declaration page and all endorsements. CONTRACTOR must comply with such requests within 10 days by submitting the requested insurance documents to the CITY at the following address:

City of San Antonio
Attn: San Antonio Police Department
P.O. Box 839966
San Antonio, Texas 78283-3966

CONTRACTOR's insurance policies must contain or be endorsed to contain the following provisions:

- Name CITY and its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with CITY. The endorsement requirement is not applicable for workers' compensation and professional liability policies.
- Endorsement that the "other insurance" clause shall not apply to CITY where CITY is an additional insured shown on the policy. CITY's insurance is not applicable in the event of a claim.
- Contractor shall submit a waiver of subrogation to include, workers' compensation, employers' liability, general liability and auto liability policies in favor of CITY; and
- Provide 30 days advance written notice directly to CITY of any suspension, cancellation, non-renewal or materials change in coverage, and not less than ten (10) calendar days advance written notice for nonpayment of premium.

Within five (5) calendar days of a suspension, cancellation, material change in coverage, or non-renewal of coverage, CONTRACTOR shall provide a replacement Certificate of Insurance and applicable endorsements to CITY. CITY shall have the option to suspend CONTRACTOR'S performance should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

In addition to any other remedies CITY may have upon CONTRACTOR'S failure to provide and maintain any insurance or policy endorsements to the extent and within the time required, CITY may order

CONTRACTOR to stop work and/or withhold any payment(s) which become due to CONTRACTOR under this Agreement until CONTRACTOR demonstrates compliance with requirements.

Nothing contained in this Agreement shall be construed as limiting the extent to which CONTRACTOR may be held responsible for payments of damages to persons or property resulting from CONTRACTOR'S or its subcontractors' performance of the work covered under this Agreement.

CONTRACTOR'S insurance shall be deemed primary and non-contributory with respect to any insurance or self - insurance carried by City for liability arising out of operations under this Agreement.

The insurance required is in addition to and separate from any other obligation contained in this Agreement and no claim or action by or on behalf of City shall be limited to insurance coverage provided.

CONTRACTOR and any subcontractor are responsible for all damage to their own equipment and/or property result from their own negligence.

Incorporation of Attachments.

Each of the attachments listed below is an essential part of this contract, which governs the rights and duties of the parties, incorporated herein by reference, and shall be interpreted in the order of priority as appears below, with this document taking priority over all attachments:

Attachment A – Price Schedule

Attachment B – City of San Antonio Local Preference Program Tracking Form

Attachment C – Veteran-Owned Small Business Preference Program Tracking Form

Attachment D – Certificate of Interested Parties (Form 1295)

Attachment E – Working with COSA

006 - GENERAL TERMS & CONDITIONS

Electronic Offer Equals Original. If Vendor is submitting an electronic offer, City and Vendor each agree that this transaction may be conducted by electronic means, as authorized by Chapter 322, Texas Business & Commerce Code, known as the Electronic Transactions Act.

Delivery of Goods/Services.

Destination Contract. Vendor shall deliver all goods and materials F.O.B., City of San Antonio's designated facility, inside delivery, freight prepaid, to the address provided in this RFO or, if different, in the Purchase Order. Vendor shall bear the risk of loss until delivery. Freight charges will be paid only when expedited delivery is requested and approved in writing by City. Vendor shall be responsible for furnishing necessary personnel or equipment and/or making necessary arrangements to off load at City of San Antonio facility, unless otherwise noted herein.

Failure to Deliver. When delivery is not met as provided for in the contract, City may make the purchase on the open market, with any cost in excess of the contract price paid by Vendor, in addition to any other direct, indirect, consequential or incidental damages incurred by City as a result thereof. In addition, Vendor may be removed from City's list of eligible bidders.

Purchase Orders. Each time a City department wishes to place an order against this contract, it will issue Vendor a purchase order. Vendor must have the purchase order before making any delivery.

Acceptance by City. City shall have a reasonable time (but not less than 30 days) after receipt to inspect the goods and services tendered by Vendor. City at its option may reject all or any portion of such goods or services which do not, in City's sole discretion, comply in every respect with all terms and conditions of the contract. City may elect to reject the entire goods and services tendered even if only a portion thereof is nonconforming. If City elects to accept nonconforming goods and services, City, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate City for the nonconformity. Any acceptance by City, even if non-conditional, shall not be deemed a waiver or settlement of any defect in such goods and services.

Testing. After award of contract, City may, at its sole option, test the product delivered to ensure it meets specifications. Initial testing shall be at City's expense. However, if the product does not to meet specifications, Vendor shall reimburse City for the costs of testing. City may withhold the cost of testing from any amounts owed to Vendor under this or any other contract, or invoice Vendor for same. If invoiced, Vendor shall pay City within 30 calendar days' of the invoice.

Invoicing and Payment.

Invoice Submissions. City requires all original first time invoices to be submitted directly to the Accounts Payable section of the Finance Department. The preferred method of delivery is electronically to the following e-mail address:

accounts.payable@sanantonio.gov

Invoices submitted electronically to the e-mail address above must be in separate .pdf format file. Multiple invoices cannot be submitted in a single .pdf file; however, Vendor may submit multiple, separate invoice files in a single e-mail. Any required documentation in support of the invoice should be compiled directly behind the invoice in the same .pdf file. Each electronically submitted file must have a unique identifying name that is not the same as any other file name.

Invoices submitted by electronic submission are only considered "original" when the submission comes directly from the Vendor to Accounts Payable using this e-mail address. Vendor may courtesy copy the ordering City department personnel on the e-mail.

Vendors not able to submit invoices with the required file formatting above may mail original invoices, on white paper only, to: City of San Antonio, Attn: Accounts Payable, P.O. Box 839976, San Antonio, Texas 78283-3976.

Information Required On Invoice.

All invoices must be in a form and content approved by the City. City may require modification of invoices if necessary in order to satisfy City that all billing is proper and pursuant to the terms of the contract. Invoices are required to show each City Purchase Order Number. Invoices must be legible. Items billed on invoices must be specific as to applicable stock, manufacturer, catalog or part number (if any). All invoices must show unit prices for each item being billed, the quantity of items being billed and the total for each item, as well as the total for all items on the invoice. If prices are based on list prices basis, then the list prices, the percentage discount or percentage surcharge, net unit prices, extensions and net total prices must be shown. Prompt payment discounts offered shall be shown separately on the invoice.

Payment by City.

In accordance with the Texas Prompt Payment Act, City shall have not less than 30 days to pay for goods or services. Time for payment, including payment under discount terms, will be computed from the later of: (1) the date City receives conforming goods under the contract; (2) the date performance of the service under the contract is completed; or (3) the date City receives a correct and valid invoice for the goods or services. Payment is deemed to be made on the date of mailing of the check. Payment is made in US dollars only.

This provision shall not apply where there is a bona fide dispute between City and Vendor about the goods delivered or the service performed that causes the payment to be late, or where the invoice is not mailed to the address provided herein.

The payment amount due on invoices may not be manually altered by City personnel. Once disputed items are reconciled, Vendor must submit a corrected invoice or a credit memorandum for the disputed amount.

NECESSITY OF TIMELY INVOICE / WAIVER OF PAYMENT. NOTWITHSTANDING THE FORGOING, CITY CANNOT PAY FOR ANY GOODS OR SERVICES WITHOUT AN INVOICE. VENDOR MUST INVOICE CITY NO LATER THAN 90 CALENDAR DAYS FROM THE DATE GOODS ARE DELIVERED OR SERVICES RENDERED. FAILURE TO SUBMIT AN INVOICE WITHIN SAID 90 DAY SHALL NEGATE ANY LIABILITY ON THE PART OF CITY AND CONSTITUTE A **WAIVER** BY VENDOR OF ANY AND ALL RIGHT OR CLAIMS TO COLLECT MONEYS THAT VENDOR MAY RIGHTFULLY BE OTHERWISE ENTITLED TO FOR GOODS OR SERVICES PERFORMED.

The total price for all goods and/or services is shown on the Price Schedule. No additional fees or expenses of Vendor shall be charged by Vendor nor be payable by City. The parties hereby agree that all compensable expenses of Vendor are shown on the Price Schedule. If there is a discrepancy on the Price Schedule between the unit price for an item, and the extended price, the unit price shall govern.

Amendments. Except where the terms of this contract expressly provide otherwise, any alterations, additions, or deletions to the terms hereof, shall be effected by amendment, in writing, executed by both City and Vendor. The Director of the Purchasing and General Services Department, or Director's designee, shall have authority to execute amendments on behalf of City without further action by the San Antonio City Council, subject to and contingent upon appropriation of funds for any increase in expenditures by City.

Termination.

Termination-Breach. Should vendor fail to fulfill in a timely and proper manner, as determined solely by the Director, its material obligations under this contract, or violate any of the material terms of this

contract, City shall have the right to immediately terminate the contract in whole or in part. Notice of termination shall be provided in writing to the Vendor, effective upon the date set forth in the notice. City may, in City's sole discretion, provide an opportunity for Vendor to cure the default. If City elects to offer an opportunity to cure, City shall provide notice to Vendor specifying the matters in default and the cure period. If Vendor fails to cure the default within the cure period, City shall have the right, without further notice, to terminate the contract in whole or in part. Such termination shall not relieve Vendor of any liability to the City for damages sustained by virtue of any breach by Vendor.

Termination-Notice. City may terminate this contract, in whole or in part, without cause. City shall be required to give Vendor notice ten days prior to the date of termination of the contract without cause.

Termination-Funding. City retains the right to terminate this contract at the expiration of each of City's budget periods. This contract is conditioned on a best efforts attempt by City to obtain and appropriate funds for payment of any debt due by City herein.

Termination by City may be effected by Director, without further action by the San Antonio City Council.

Independent Contractor. Vendor covenants and agrees that it is an independent contractor and not an officer, agent, servant or employee of City. City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by Vendor under this contract and that Vendor has no authority to bind City. The doctrine of respondeat superior shall not apply as between City and Vendor.

INDEMNIFICATION.

VENDOR covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, CITY and the elected officials, employees, officers, directors, volunteers and representatives of CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon CITY directly or indirectly arising out of, resulting from or related to VENDOR'S activities under this Agreement, including any acts or omissions of VENDOR, any agent, officer, director, representative, employee, consultant or subcontractor of VENDOR, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT VENDOR AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW. In addition, Vendor agrees to indemnify, defend, and hold City harmless from any claim involving patent infringement, trademarks, trade secrets, and copyrights on goods supplied.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. VENDOR shall advise CITY in writing within 24 hours of any claim or demand against CITY or VENDOR known to VENDOR related to or arising out of VENDOR's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at VENDOR's cost. CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving VENDOR of any of its obligations under this paragraph.

Assignment. Except as otherwise stated herein, Vendor may not sell, assign, pledge, transfer or convey any interest in this contract, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the consent of Director. As a condition of such consent, if such consent is granted, Vendor shall remain liable for completion of the services and provision of goods outlined in this contract in the event of default by the successor vendor, assignee, transferee or subcontractor. Any attempt to transfer, pledge or otherwise assign this Contract without said written approval, shall be void ab initio and shall confer no rights upon any third person.

Ownership of Documents. Pursuant to Texas Local Government Code Chapter 201, any and all Records produced by Vendor pursuant to the provisions of this contract are the exclusive property of City; and no such Record shall be the subject of any copyright or proprietary claim by Vendor. The term "Record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic. Vendor understands and acknowledges that as the exclusive owner of any and all such Records, City has the right to use all such Records as City desires, without restriction.

Records Retention.

Vendor and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder ("Documents"), and shall make such Documents available to City at their respective offices, at all reasonable times and as often as City may deem necessary during the contract period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.

Vendor shall retain any and all Documents produced as a result of services provided hereunder for a period of four years ("Retention Period") from the date of termination of the contract. If, at the end of the Retention Period, there is litigation or other questions arising from, involving or concerning these Documents or the services provided hereunder, Vendor shall retain the records until the resolution of such litigation or other such questions. Vendor acknowledges and agrees that City shall have access to any and all such Documents at any and all times, as deemed necessary by City, during said Retention Period. City may, at its election, require Vendor to return the documents to City at Vendor's expense prior to or at the conclusion of the Retention Period. In such event, Vendor may retain a copy of the documents.

Vendor shall notify City, immediately, in the event Vendor receives any requests for information from a third party, which pertain to the Documents referenced herein. Vendor understands and agrees that City will process and handle all such requests.

Disclosure Requirements for Certain Government Contracts. For contracts (1) with a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by the City, or (2) that result in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the City in a given fiscal year, Vendor acknowledges that the requirements of the Texas Public Information Act, Government Code, Chapter 552, Subchapter J, pertaining to the preservation and disclosure of Contracting Information maintained by the City or sent between the City and a vendor, contractor, potential vendor, or potential contractor, may apply to this offer and any resulting contract. Vendor agrees that the contract can be terminated if Vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

By submitting an Offer, Offeror warrants and certifies, and a contract awarded pursuant to this RFO is made in reliance thereon, that it, has not knowingly or intentionally failed to comply with this subchapter in a previous offer or contract. City hereby relies on Vendor's certification, and if found to be false, City may reject the offer or terminate the Contract for material breach.

Severability. If any clause or provision of this contract is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of San Antonio, Texas, then and in that event it is the intention of the parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this contract shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein. It is also the intention of the parties hereto that in lieu of each clause or provision of this contract that is invalid, illegal, or unenforceable, there be added as a part of the contract a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

Compliance with Law. Vendor shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

Certifications. Vendor warrants and certifies that Vendor and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

Non-waiver of Performance. Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the party to be charged. No act or omission by a Party shall in any manner impair or

prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

Venue. Venue of any court action brought directly or indirectly by reason of this contract shall be in Bexar County, Texas. This contract is made and is to be performed in Bexar County, Texas, and is governed by the laws of the State of Texas.

Non-discrimination. As a condition of entering into this agreement, Vendor represents and warrants that it will comply with City's Commercial Nondiscrimination Policy, as described under Section III.C.1 of the SBEDA Ordinance. As part of such compliance, Vendor shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Vendor retaliate against any person for reporting instances of such discrimination. Vendor shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. Vendor understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of Vendor from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Vendor shall include this nondiscrimination clause in all subcontracts for the performance of this contract.

As a party to this contract, Vendor understands and agrees to comply with the *Non-Discrimination Policy* of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein.

Attorney's Fees. The Parties hereto expressly agree that, in the event of litigation, each party hereby waives its right to payment of attorneys' fees.

State Prohibitions on Contracts:

This section only applies to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

"Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. This term does not include a sole proprietorship.

Prohibition on Contracts with Companies Boycotting Israel.

Texas Government Code §2271.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Prohibition on Contracts with Companies Boycotting Certain Energy Companies.

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract.

"Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described in (A).

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott energy companies and will not boycott energy companies during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries.

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

"Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATIONS PROHIBITED. Texas Government Code §2252.152 provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §§2270.0201 or 2252.153. Vendor hereby certifies that it is not identified on such a list. City hereby relies on Vendor's certification. If found to be false, or if Vendor is identified on said list during the course of its contract with City, City may terminate the Contract for material breach.

Delinquent Taxes. In the event that Vendor is or subsequently becomes delinquent in the payment of taxes owed to the City of San Antonio, City reserves the right to deduct any delinquent taxes from payments that City may owe to the delinquent Vendor as a result of this contract.

Binding Contract. This contract shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

Entire Agreement. This contract, including City's final electronically posted online version, together with its authorizing ordinance, and its price schedule(s), addendums, attachments, purchase orders, and exhibits, if any, constitutes the final and entire agreement between the parties hereto and contains all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind the parties hereto, unless same be in writing, dated subsequent to the date hereof, and be duly executed by the parties, in accordance with the Amendment provision herein. **Parties agree that City's final electronically posted online version of this solicitation contains the agreed upon specifications, scope of services, and terms and conditions of this contract, and shall control in the event of a conflict with any printed version signed and submitted by Vendor.**

007 - SIGNATURE PAGE

By submitting an offer, Offeror represents that:

(s)he is authorized to bind Offeror to fully comply with the terms and conditions of City's Request for Offer 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;

Offeror 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.

Complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your offer.

Offeror Information:

Please Print or Type:

Vendor ID No.: 10092373
Signer's Name: Hal Hebert
Name of Business: Jimenez Motorsports, LLC dba BMW Motorcycles of San Antonio
Street Address: 9929 Broadway
City, State, Zip Code: San Antonio, TX 78217
Email Address: hal@bmwmcsat.com
Telephone No.: (210) 828-5513
Fax No.: NA
City's Solicitation No.: 6100018551 AC for SAPD Motorcycles Parts and Services



Signature of Person Authorized to Sign Offer

008 - STANDARD DEFINITIONS

Whenever a term defined by the Uniform Commercial Code ("UCC"), as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

All-or-None Offer - an RFO in which City will award the entire contract to one offeror only.

Alternate Offer - two or more offers with substantive variations in the item or service offered from the same offeror in response to a solicitation.

Assignment - a transfer of claims, rights or interests in goods, services or property.

Bid Bond - security to ensure that Offeror (a) will not withdraw the offer within the period specified for acceptance, and (b) will furnish any required bonds and any necessary insurance within the time specified in the solicitation.

City - the City of San Antonio, a Texas home-rule municipal corporation.

Contractor - the offeror whose offer is accepted by City and is, therefore, the person, firm or entity providing goods or services to City under a contract.

Director - the Director of City's Finance Department, Purchasing Division, or Director's designee.

Line Item - a listing of items in an offer for which an offeror is expected to provide separate pricing.

Offer - a complete, signed response to an RFO that, if accepted, would bind Offeror to perform the resultant contract.

Offeror - a person, firm or entity that submits an offer in response to a solicitation. The offeror whose offer is accepted by City may also be referred to herein as Contractor, Vendor or Supplier.

Payment Bond - a particular form of security provided by the contractor to protect City against loss due to the contractor's failure to pay suppliers and subcontractors.

Performance Bond - a particular form of security provided by the contractor to protect City against loss due to the contractor's inability or unwillingness to complete the contract as agreed.

Performance Deposit - security provided by the contractor to protect City against loss due to the contractor's inability or unwillingness to complete the contract as agreed.

Pre-Submittal Conference - a meeting conducted by City, held in order to allow offerors to ask questions about the proposed contract and particularly, the contract specifications.

Purchase Order - a validly issued order placed by an authorized City department for the purchase of goods or services, written on City's standard purchase order form, and which is the vendor's authority to deliver to and invoice City for the goods or services specified in an RFO for the price stated in vendor's offer.

Specifications - a description of what City requires and what Offeror must offer; a description of the physical or functional characteristics of a product or material, or the nature of a service or construction item.

Subcontractor - a person, firm or entity providing goods or services to a vendor to be used in the performance of the vendor's obligations under the contract with City.

Supplier - the offeror whose offer is accepted by City and is, therefore, the person, firm or entity providing goods or services to City under a contract.

Vendor - the offeror whose offer is accepted by City and is, therefore, the person, firm or entity providing goods or services to City under a contract.

009 – ATTACHMENTS

ATTACHMENT A – PRICE SCHEDULE

Vendor shall provide a parts price list which, along with the discount quoted on the price schedule, will be used to purchase a full range of items. The items specified below are some of the most commonly replaced items.

All bid prices shall be rounded to two decimal places. Please leave no lines blank that request information. If no bid write No Bid.

ITEM 1: HONDA GOLD WING MOTORCYCLE PARTS

A.	Percent of discount offered	<u>No Bid</u> %
B.	Product Identification (Manufacturer)	<u>No Bid</u>
C.	Type of price schedule (dealer, jobber, etc.)	<u>No Bid</u>
D.	Price Schedule Number	<u>No Bid</u>
E.	Date of Price Schedule	<u>No Bid</u>
F.	Price schedule column on which discount is based (i.e., distributor, net, wholesale, etc.)	<u>No Bid</u>
G.	Warranty	<u>No Bid</u>

ATTACHMENT A - PRICE SCHEDULE

ITEM 2: HONDA GOLD WING MOTORCYCLE SPECIFIED ITEMS

ITEM #	DESCRIPTION/ PART NUMBER	ESTIMATED ANNUAL QUANTITY (A)	PART NAME AND NUMBER	MANUFACTURER NAME	NET UNIT PRICE (B)	EXTENDED PRICE (QUANTITY X NET UNIT PRICE (A X B))
2.1	Brake Pad Sets 06435- MCA-016 ; Honda	20 EACH			\$ No Bid	\$
2.2	Brake Pad Sets 06455- MCA-016; Honda	20 EACH			\$ No Bid	\$
2.3	Disk Brakes 43250- MCA-013; Honda	5 EACH			\$ No Bid	\$
2.4	Valve Stems 292299; Tucker Rocky	1 PKG (pack of 6)			\$ No Bid	\$
2.5	Headlight Bulbs 34901-MAT- 611; Honda	10 EACH			\$ No Bid	\$
2.6	Sensors 39411- MCA-R32; Honda	5 EACH			\$ No Bid	\$
2.7	Switch Assembly 35200-MCA-S81; Honda	5 EACH			\$ No Bid	\$
2.8	Grommet Set 417410; Tucker Rocky	3 EACH			\$ No Bid	\$
2.9	Rubber, Maid Step 50661-MCA-305; Honda	5 EACH			\$ No Bid	\$

ATTACHMENT A - PRICE SCHEDULE

2.10	Seals, Windshield 64121-MCA-000 Honda	5 EACH			\$ No Bid	\$
2.11	Seal Set 51490- MCA-A61; Honda	5 EACH			\$ No Bid	\$
2.12	Fluid 08208-0010; Honda	5 EACH			\$ No Bid	\$
					TOTAL (Lines 2.1- 2.12)	\$ No Bid

ITEM 3: PERIODIC MAINTENANCE COST PER SERVICE TYPE – For Honda Gold Wing Motorcycles

ITEM #	SERVICE CATEGORIES	ESTIMATED ANNUAL QUANTITY (A)	NET UNIT PRICE (B) (YEAR 1 TO 3)	EXTENDED PRICE (QUANTITY X NET UNIT PRICE) (A X B)
3.1	Category I Maintenance Schedule	25 EACH	\$	\$ No Bid
3.2	Category II Maintenance Schedule	20 EACH	\$	\$ No Bid
3.3	Category III Maintenance Schedule	20 EACH	\$	\$ No Bid
3.4	Category IV Maintenance Schedule	5 EACH	\$	\$ No Bid
3.5	New Front Tire (Removal-Install- Balance)	20 EACH	\$	\$ No Bid
3.6	New Rear Tire (Removal-Install- Balance)	35 EACH	\$	\$ No Bid
3.7	Battery Replacement	10 EACH	\$	\$ No Bid
3.8	Labor rate for repair service	120 HOURS	\$	\$ No Bid
TOTAL (Lines 3.1- 3.8)				\$ No Bid

ATTACHMENT A - PRICE SCHEDULE

Please provide or complete the following:

HONDA GOLD WING

- 1) Warranty on Labor: _____ No Bid _____ in months/years
2) Warranty for Specified Parts: _____ No Bid _____ in months/years)
3) Are you a Honda Certified Service provider? Yes _____ No _____ No Bid
4) Deliveries will be made within 7 calendar days after receipt of order. Yes _____ No _____ No Bid

ITEM 4: BMW R1250ORTs MOTORCYCLE PARTS

A.	Percent of discount offered	0 _____ %
B.	Product Identification (Manufacturer)	BMW and Michelin (Tires only) _____
C.	Type of price schedule (dealer, jobber, etc.)	Manufacturer _____
D.	Price Schedule Number	NA _____
E.	Date of Price Schedule	12/18/24 _____
F.	Price schedule column on which discount is based (i.e., distributor, net, wholesale, etc.)	Net Unit Price _____
G.	Warranty	Two Years _____

ATTACHMENT A - PRICE SCHEDULE

ITEM 5: BMW R1250ORTs MOTORCYCLE SPECIFIED ITEMS

ITEM #	DESCRIPTION/ PART NUMBER	ESTIMATED ANNUAL QUANTITY (A)	PART NAME AND NUMBER	MANUFACTURER NAME	NET UNIT PRICE (B)	EXTENDED PRICE (QUANTITY X NET UNIT PRICE (A X B))
5.1	Brake Pads Front (Sets) 34 18 405 104 BMW	20 SET	See attached sheet for part names & numbers	BMW	\$ 95.44	\$ 1,908.80
5.2	Brake Pads Rear (Sets) 06455- MCA-016; BMW	20 SET	See attached sheet for part names & numbers	BMW	\$ 107.96	\$ 2,159.20
5.3	Disk Brakes front with rivet 34 118 526 566 BMW	5 EACH	See attached sheet for part names & numbers	BMW	\$ 418.73	\$ 2,093.65
5.4	Rubber Valve Stems – Incorporated in TPM BMW	1 PKG (pack of 6)	See attached sheet for part names & numbers	BMW	\$ NA	\$ NA
5.5	Headlight Bulbs 63 217 160 780; BMW	5 EACH	See attached sheet for part names & numbers	BMW	\$ 15.66	\$ 78.30
5.6	TPM Sensors with valve stem; 36 318 532 731 BMW	5 EACH	See attached sheet for part names & numbers	BMW	\$ 25.42	\$ 127.10
5.7	Turn Signal Switch Assembly (Left Multifunction Switch); 61 318 388 631 BMW	5 EACH	See attached sheet for part names & numbers	BMW	\$ 675.19	\$ 3,375.95
5.8	Rubber Foot Peg; 46 718 544 723; BMW	5 EACH	See attached sheet for part names & numbers	BMW	\$ 27.76	\$ 138.80
5.9	Front Fork Seal Set; one per fork 31 42 8 532 723 BMW	5 SET	See attached sheet for part names & numbers	BMW	\$ 76.65	\$ 383.25
5.10	Fork Oil 10W 31 42 9067 158 BMW	5 EACH	See attached sheet for part names & numbers	BMW	\$ 23.13	\$ 115.65

	TOTAL (Lines 5.1- 5.10)	\$ 10,380.70
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Attachment A: Price Schedule Item 5: BMW R1250RT's Motorcycle Specified Items

Item #	Description / Part Number	Estimated Annual Quantity (A)	Manufacturer Part Name & Number (adjusted to current part numbers)		Manufacturer Name	NET UNIT PRICE (B)	EXTENDED PRICE (AxB)
5.1	Brake Pads Front - 34 11 8 405 104	20	34 11 8 405 104	Set of Brake Pads Front	BMW	95.44	1,908.80
5.2	Brake Pads Rear - 06455-MCA-016	20	34 21 8 562 163	Set of Brake Pads Sintered Metal	BMW	107.96	2,159.20
5.3	Brake Discs (front) w/Rivet - 34 11 8 526 566	5	34 11 8 526 566	Brake Rotor with Rivet	BMW	418.73	2,093.65
5.4	Rubber Valve Stems (No part No.)	NA	incorporated in TPM	NA	BMW	-	
5.5	Headlight Bulbs - 63 21 7 160 780	5	63 21 7 160 780	Bulb	BMW	15.66	78.30
5.6	TPM Sensors w/ Valve Stem - 36 31 8 532 731	5	71 21 7 698 971	Sensor with Valve	BMW	25.42	127.10
5.7	Turn Signal Switch Assy (Left Multifunction Switch) - 61 31 8 388 631	5	61 31 9 829 387	Combination Switch Left (LIN Bus)	BMW	675.19	3,375.95
5.8	Rubber Foot Peg - 46 71 8 544 486	5	46 71 8 544 486	Footrest Rubber	BMW	27.76	138.80
5.9	Front Fork Seal (one per fork) Set - 31 42 8 532 723	5	31 42 8 532 723	Set of Sealing Elements	BMW	76.65	383.25
5.10	Fork Oil 10W - 31 42 9 062 158	5	31 42 9 062 158	Telescopic Fork Oil Type 1	BMW	23.13	115.65
	Total					-	10,380.70
	Tire (not sold by BMW); Supplied by Parts Unlimited						
	Michelin Front 120/70 ZR17	35	0301-0502	Michelin Road 4: 120/70 ZR17	Michelin	219.95	7,698.25
	Michelin Rear 180/55 ZR17	35	0302-0846	Michelin Road 4: 180/55 ZR17	Michelin	278.95	9,763.25



Parts Availability and Inventory Inquiry

Part Number: 31 42 8 532 723 **Description:** Set of sealing elements

Product Class: 18 **Coded Part (Y/N):** N

Natl Qty Avail: 456

CDC Quantity: 656

ConDC Quantity: N/A

CDC Est. Date:

Car Tool Part Nbr:

Pricing Information (USD)	SRC Name	Quantity	Est Avail Date	SRC Freeze	Natl Freeze	Ordering Information
Sugg Retail:	76.65	STOCKTON	435	N	N	Superceded Part (Y/N): N
Dealer Price:	50.59	NAZARETH	21	N	N	Part Status:
RP deposit price:	0.00	REDLANDS	0	N	N	Part Type : 1
Rounding:	0	JACKSONVILLE	0	N	N	Product Hierarchy : T99D00TT
Min Order Qty:	0	DALLAS	0	N	N	Returnable Ind (Y/N): Y
		MINOOKA	0	N	N	On Order: Y
						In Transit Air/Sea: N/Y

Part Number: 31 42 9 062 158 **Description:** Telescopic fork oil type 1

Product Class: 20 **Coded Part (Y/N):** N

Natl Qty Avail: 0

CDC Quantity: 808

ConDC Quantity: N/A

CDC Est. Date:

Car Tool Part Nbr:

Pricing Information (USD)	SRC Name	Quantity	Est Avail Date	SRC Freeze	Natl Freeze	Ordering Information
Sugg Retail:	23.13	STOCKTON	0	N	N	Superceded Part (Y/N): Y
Dealer Price:	16.19	NAZARETH	0	N	N	Part Status:
RP deposit price:	0.00	REDLANDS	0	N	N	Part Type : 9
Rounding:	1	JACKSONVILLE	0	N	N	Product Hierarchy : VC1D00
Min Order Qty:	0	DALLAS	0	N	N	Returnable Ind (Y/N): N
		MINOOKA	0	N	N	On Order: N
						In Transit Air/Sea: N/N

Part Number: 34 11 8 405 104 **Description:** Set of brake pads front

Product Class: 18 **Coded Part (Y/N):** N

Natl Qty Avail: 12

CDC Quantity: N/A

ConDC Quantity: 430

CDC Est. Date:

Car Tool Part Nbr:

Pricing Information (USD)	SRC Name	Quantity	Est Avail Date	SRC Freeze	Natl Freeze	Ordering Information
Sugg Retail:	95.44	STOCKTON	12	N	N	Superceded Part (Y/N): N
Dealer Price:	55.36	NAZARETH	0	N	N	Part Status:
RP deposit price:	0.00	REDLANDS	0	N	N	Part Type : 1
Rounding:	0	JACKSONVILLE	0	N	N	Product Hierarchy : T340A0
Min Order Qty:	0	DALLAS	0	N	N	Returnable Ind (Y/N): Y
		MINOOKA	0	N	N	On Order: N
						In Transit Air/Sea: N/N

Part Number: 34 11 8 526 566 **Description:** Brake rotor with rivet

Product Class: 18 **Coded Part (Y/N):** N

Natl Qty Avail: 34

CDC Quantity: 839

ConDC Quantity: N/A

CDC Est. Date:

Car Tool Part Nbr:

Pricing Information (USD)	SRC Name	Quantity	Est Avail Date	SRC Freeze	Natl Freeze	Ordering Information
Sugg Retail:	418.73	STOCKTON	27	N	N	Superceded Part (Y/N): N
Dealer Price:	242.86	NAZARETH	7	N	N	Part Status:
RP deposit price:	0.00	REDLANDS	0	N	N	Part Type : 1
Rounding:	0	JACKSONVILLE	0	N	N	Product Hierarchy : T340D0
Min Order Qty:	0	DALLAS	0	N	N	Returnable Ind (Y/N): Y
		MINOOKA	0	N	N	On Order: N
						In Transit Air/Sea: N/N

Part Number: 34 21 8 562 163 **Description:** Set of brake pads, sintered metal

Product Class: 18 **Coded Part (Y/N):** N

Natl Qty Avail: 0

CDC Quantity: 26645

ConDC Quantity: N/A

CDC Est. Date:

Car Tool Part Nbr:

Pricing Information (USD)	SRC Name	Quantity	Est Avail Date	SRC Freeze	Natl Freeze	Ordering Information
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Sugg Retail:	107.96	STOCKTON	0	12/20/2024	N	N	Superceded Part (Y/N): Y
Dealer Price:	62.62	NAZARETH	0	12/30/2024	N	N	Part Status:
RP deposit price:	0.00	REDLANDS	0		N	N	Part Type : 1
Rounding:	0	JACKSONVILLE	0		N	N	Product Hierarchy : T340A0
Min Order Qty:	0	DALLAS	0		N	N	Returnable Ind (Y/N): Y
		MINOOKA	0		N	N	On Order: Y
							In Transit Air/Sea: Y/Y

Part Number: 46 71 8 544 486 **Description:** Footrest rubber**Product Class:** 18 **Coded Part (Y/N):** N**Natl Qty Avail:** 140**CDC Quantity:** 357**ConDC Quantity:** N/A**CDC Est. Date:****Car Tool Part Nbr:**

Pricing Information (USD)		SRC Name	Quantity	Est Avail Date	SRC Freeze	Natl Freeze	Ordering Information
Sugg Retail:	27.76	STOCKTON	110		N	N	Superceded Part (Y/N): N
Dealer Price:	21.65	NAZARETH	30		N	N	Part Status:
RP deposit price:	0.00	REDLANDS	0		N	N	Part Type : 1
Rounding:	0	JACKSONVILLE	0		N	N	Product Hierarchy : T467A0
Min Order Qty:	0	DALLAS	0		N	N	Returnable Ind (Y/N): Y
		MINOOKA	0		N	N	On Order: Y
							In Transit Air/Sea: N/Y

Part Number: 61 31 9 829 387 **Description:** Combination switch left**Product Class:** 18 **Coded Part (Y/N):** N**Natl Qty Avail:** 7**CDC Quantity:** 11**ConDC Quantity:** N/A**CDC Est. Date:****Car Tool Part Nbr:**

Pricing Information (USD)		SRC Name	Quantity	Est Avail Date	SRC Freeze	Natl Freeze	Ordering Information
Sugg Retail:	675.19	STOCKTON	5		N	N	Superceded Part (Y/N): N
Dealer Price:	459.13	NAZARETH	2		N	N	Part Status:
RP deposit price:	0.00	REDLANDS	0		N	N	Part Type : 1
Rounding:	0	JACKSONVILLE	0		N	N	Product Hierarchy : T61310B
Min Order Qty:	0	DALLAS	0		N	N	Returnable Ind (Y/N): Y
		MINOOKA	0		N	N	On Order: N
							In Transit Air/Sea: N/N

Part Number: 63 21 7 160 780 **Description:** BULB**Product Class:** 59 **Coded Part (Y/N):** N**Natl Qty Avail:** 1112**CDC Quantity:** 7114**ConDC Quantity:** N/A**CDC Est. Date:****Car Tool Part Nbr:**

Pricing Information (USD)		SRC Name	Quantity	Est Avail Date	SRC Freeze	Natl Freeze	Ordering Information
Sugg Retail:	15.66	STOCKTON	496		N	N	Superceded Part (Y/N): Y
Dealer Price:	7.83	NAZARETH	150		N	N	Part Status:
RP deposit price:	0.00	REDLANDS	107		N	N	Part Type : 1
Rounding:	0	JACKSONVILLE	87		N	N	Product Hierarchy : 074000
Min Order Qty:	0	DALLAS	31		N	N	Returnable Ind (Y/N): Y
		MINOOKA	241		N	N	On Order: Y
							In Transit Air/Sea: N/Y

Part Number: 71 21 7 698 971 **Description:** sign "TPC" tire pressure control**Product Class:** 17 **Coded Part (Y/N):** N**Natl Qty Avail:** 78**CDC Quantity:** 165**ConDC Quantity:** N/A**CDC Est. Date:****Car Tool Part Nbr:**

Pricing Information (USD)		SRC Name	Quantity	Est Avail Date	SRC Freeze	Natl Freeze	Ordering Information
Sugg Retail:	25.42	STOCKTON	54		N	N	Superceded Part (Y/N): N
Dealer Price:	18.81	NAZARETH	24		N	N	Part Status:
RP deposit price:	0.00	REDLANDS	0		N	N	Part Type : 1
Rounding:	0	JACKSONVILLE	0		N	N	Product Hierarchy : T51140
Min Order Qty:	0	DALLAS	0		N	N	Returnable Ind (Y/N): N
		MINOOKA	0		N	N	On Order: N
							In Transit Air/Sea: N/N

SHIP TO:
BMW M/C OF SAN ANTONIO
9929 BROADWAY
SAN ANTONIO, TX 78217-4906

PO #
121724165a
DEALER
BMW111
CONTACT
Jerry Pascal
ORDER NAME
sagd

ALLOW BACKORDERS
true
HOLD ORDER
false
ORDER TYPE
REGULAR

ITEM NO.	PART NUMBER	QUANTITY	DESCRIPTION	BRAND	WEIGHT (LBS.)	UM	COMMENT	SUGGESTED RETAIL	DEALER PRICE	DEALER TOTAL PRICE
2	0302-0846	1	Tire - Pilot Road 4 - Rear - 180/55ZR17 - (73W)	MICHELIN	13.6	Each		\$278.95	\$196.24	\$196.24
⓪ Expected Date: 12/31/2024 ⚠ 1 unit will be backordered ⚠ Out of stock										
1	0301-0502	1	Tire - Pilot Road 4 - Front - 120/70ZR17 - (58W)	MICHELIN	9.2	Each		\$219.95	\$154.97	\$154.97
Order Dealer Merchandise Total									\$351.21	

Parts Unlimited
Michelin Tires

ATTACHMENT A - PRICE SCHEDULE

ITEM 6: PERIODIC MAINTENANCE COST PER SERVICE TYPE – For BMW Motorcycles

ITEM #	SERVICE CATEGORIES	ESTIMATED ANNUAL QUANTITY (A)	NET UNIT PRICE (B) (YEAR 1 TO 3)	EXTENDED PRICE (QUANTITY X NET UNIT PRICE) (A X B)
6.1	Category I Maintenance Schedule	25 EACH	\$ 258.12	\$ 6,453.00
6.2	Category II Maintenance Schedule	20 EACH	\$ 820.36	\$ 16,407.20
6.3	Category III Maintenance Schedule	20 EACH	\$ 258.12	\$ 5,162.40
6.4	Category IV Maintenance Schedule	5 EACH	\$ 820.36	\$ 4,101.80
6.5	New Front Tire (Removal-Install-Balance)	35 EACH	\$ 334.53	\$ 11,708.55
6.6	New Rear Tire (Removal-Install-Balance)	35 EACH	\$ 410.55	\$ 14,369.25
6.7	Battery Replacement	20 EACH	\$ 188.72	\$ 3,774.40
6.8	Labor rate for repair service	120 HOURS	\$ 145.00	\$ 17,400.00
TOTAL (Lines 6.1- 6.8)				\$ 79,376.60

Please provide or complete the following:

BMW R1250ORTs

- 1) Warranty on Labor: Two Years in months/years
- 2) Warranty for Specified Parts: Two Years in months/years)
- 3) Deliveries will be made within 7 calendar days after receipt of order. Yes X No
- 4) Prompt Payment Discount: NA % NA days. Otherwise NET 30 Shall Apply

5) ADDRESS OF BUSINESS- Servicing Location(s):

BMW Motorcycles of San Antonio

9929 Broadway

San Antonio, TX 78217

County: Bexar

ATTACHMENT A - PRICE SCHEDULE

Business Hours and servicing location(s)

Days and Hours of Operation Tues. through Fri. Time: 10:00 AM to 6:00 PM

Weekends (if applicable) Sat. through Sat. Time: 10:00 AM to 4:00 PM

7) VENDOR'S SERVICE COORDINATOR:

Contractor shall list the preferred service contact method and contact information.

ACCOUNT REPRESENTATIVE CONTACT INFORMATION Vendor shall list the account representative information servicing the City's account if awarded this contract. Name:

Hal Hebert Title:
General Manager Phone:
(210) 828-5513 Fax: Email:
hal@bmwmcsat.com

ORDER PLACEMENT INFORMATION Vendor shall list the preferred service contact method and contact information. Services shall be coordinated via: (check all that apply) Phone: ☒ X

NA Email: ☒ X Name: Fa
X: NA Email: ☒ X Name:
Hal Hebert Title:
General Manager Phone:
Service & Parts Phone: (210) 828-5513 Fax: NA Email:
hal@bmwmcsat.com

ATTACHMENT B

LOCAL PREFERENCE PROGRAM ORDINANCE

Local Preference Program (LPP) Ordinance

In accordance with Chapter 271, Texas Local Government Code, the City adopted a policy, known as the Local Preference Program, described in the San Antonio City Code Chapter 2, Article XII.

This solicitation is subject to the Local Preference Program. For more information on the program, refer to the Local Preference Program Identification Form attached to this solicitation.

All bidders are required to complete and submit the Local Preference Identification form, regardless of the location of their business.

ATTACHMENT – B.1

LOCAL PREFERENCE PROGRAM, (LPP) IDENTIFICATION FORM

All Vendors must complete and sign this form.

(Posted as separate document)

ATTACHMENT C

VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM (VOSBPP) ORDINANCE

Veteran-Owned Small Business Preference Program (VOSBPP) Ordinance

Pursuant to Ordinance No. 2013-12-05-0864, effective for solicitations issued after January 15, 2014, all solicitations issued by the City are subject to tracking of Veteran Owned Small Business (VOSB) participation.

For more information on the program, refer to the Veteran-Owned Small Business Program Tracking Form attached to this solicitation.

Respondent must complete and return the attached Veteran-Owned Small Business Program Tracking Form.

ATTACHMENT C.1

VETERAN OWNED SMALL BUSINESS PROGRAM (VOSBPP) TRACKING FORM

All Vendors must complete and sign this form.

(Posted as a separate document document)

ATTACHMENT D: CERTIFICATE OF INTERESTED PARTIES (1295)

All vendors must complete and sign this document. (Posted as a separate document document)



CITY OF SAN ANTONIO

Working with COSA -----Keys to faster payments

Welcome to doing business with the City of San Antonio (COSA)! We appreciate our suppliers and vendors and offer the following guidelines to ensure we are in the best position to process your payments quickly and timely:

- ❖ COSA works on a Purchase Order (PO) system. It is the vendor's responsibility to obtain a valid Purchase Order from the ordering department each time an order is placed.
 - The PO number is required to be included on all invoices and should be included on shipping documents where possible.
 - City PO numbers begin with "45" or "80" and are 10 digits in length.
 - Invoices received without a valid PO number are subject to return for correct billing.
 - Payment date is determined from the later of: date of receipt of goods/service or the date of receipt of a valid invoice by the City plus the number of days/ payment terms agreed to in the contract.
 - PO's are issued for a specific quantity and/or dollar value. Vendors should fill orders up to that amount and have a method of tracking when the PO value has been met. When the PO is complete, the vendor should contact the ordering City Department for a new PO number before further goods or services are provided.
 - Please ensure your invoice billing is in the same quantity and net price values as the bid. The PO will be set up per the contract and the invoicing must match the detail on the PO.
- ❖ It is our policy to not make manual corrections to invoices. Most City contracts do not allow miscellaneous charges, delivery charges and other surcharges.
 - Credit memos will be accepted to offset pricing issues.
 - Other erroneous items included may result in rejection of the invoice and will require a new, correct invoice.
- ❖ Original invoices and monthly statements should be submitted directly to Accounts Payable: Please ensure you have rules in place in your system that will prevent unauthorized requests to change the billing address.

By Mail:

City of San Antonio
Finance Department / Accounts Payable
P.O. Box 839976
San Antonio, TX 78283-3976

By Delivery service:

City of San Antonio
Finance Department / Accounts Payable 100 W Houston
St.
San Antonio, TX 78205

By Electronic submission: .pdf format is required. Please ensure each invoice is submitted as a separate file and each file name is a unique identifier (no file should have the same name as another file being submitted). Multiple files may be sent on one e-mail.

Please note: Invoices submitted by electronic submission are only considered “original” when the submission comes directly from the vendor to Accounts Payable using this e-mail address. You may courtesy copy departmental personnel on the e-mail if requested.

- ❖ At a minimum, all invoices should include the following fields and information:
 - Vendor name, address and phone number
 - dba name (if applicable)
 - Remit address for payments (if applicable)
 - Ship to name, address and Department Name
 - Invoice number – ensure it is a unique number for each invoice
 - Invoice date
 - Purchase Order number
 - Payment terms including discounts or retainage terms
 - Line item detail for each item ordered including quantity, unit price, total
 - Total invoice amount

*****To prevent FRAUD from occurring, please do not include Banking information on submitted invoices.*****

- ❖ Please ensure COSA receives a legible invoice, the original white or top copy, no colored paper please.
- ❖ The City is sales tax exempt. Please ensure your system is properly maintained to ensure sales tax is not included on your invoices. If you need a State of Texas Sales Tax exemption form, contact the ordering Department.
- ❖ Change of address or change of remittance address notifications should be submitted in writing to vendors@sanantonio.gov or fax to (210) 207-7270 along with appropriate documentation. An updated W-9 showing the new address is required.
- ❖ Each COSA vendor is assigned to a specific AP Specialist, ready to answer your inquiries. For the contact's name, please call the Accounts Payable section's main phone number (210) 207-2064 and ask to be directed.

We thank you for taking the time to review this information and look forward to working with you.

***Finance Department
City of San Antonio***

**City of San Antonio
Bid Tabulation**

Opened: March 3, 2021		cvc	Sole Source VROOZI, Inc. 1212 Broadway Plaza, #2100 Walnut Creek, CA 94596
For: Annual Contract for Catalog Management Solution			
6100013683			
Item	Description	Estimated Quantity	
1	Subscription Services: Includes subscription to Vroozi Catalog, Vroozi Marketplace, Vroozi Integration, Vroozi Analytics Vroozi Supplier Portal April 1, 2025 to March 31, 2028		
	24 Month Software Subscription Fee	24	
	Price per Month		\$12,763.00
	Total Price		\$306,312.00
	12 Month Software Subscription Fee	12	
	Price per Month		\$13,275.00
	Total Price		\$159,300.00
Payment Terms		Net 30	
	Estimated Total		\$465,612.00
	Estimated Total Award		\$465,612.00



CONTRACT NAME:	Annual Contract for Catalog Management Solution
CONTRACT NUMBER:	Formal RFO 6100013683, City-issued Contract # 4400006068
VENDOR NAME:	Vroozzi, Inc.
VENDOR ADDRESS:	1212 Broadway Plaza #2100 Walnut Creek, CA 94596
ATTN:	Shaz Khan
AMENDMENT NUMBER:	1
EFFECTIVE DATE OF AMENDMENT:	Upon Approval of the San Antonio City Council

Whereas, pursuant to Ordinance No. 2021-05-13-0331 the City of San Antonio (City) entered into a contract with Vroozzi, Inc., for continued use of the Vroozzi Marketplace software platform which streamlines the catalog creation and management process for the Finance Department, Procurement Division, which began on April 1, 2021, and as renewed ends on March 31, 2025 (the “Contract”); and

Whereas, parties wish to amend the Contract to add an additional three-year renewal period and incorporate 36-month pricing for the renewal; and

Whereas, the Texas Local Government Code indicates that competitive bidding is not required under section 252.022(a)(7)(A), which provides for any items that are available only from a sole source of supply, and

Whereas, this amendment is authorized with City Council approval pursuant to the section entitled “Amendments” in 006, General Terms & Conditions, of the above referenced contract, and the Contract is hereby amended as follows:

1. AMENDMENTS

- A. Attachment A – Price Schedule is hereby revised to add the Vroozzi Catalog + Marketplace Platform Renewal Quote dated January 8, 2025, incorporated hereto as **Exhibit I**, for the 36-month term beginning April 1, 2025, and ending March 31, 2028, for the following Monthly Software Subscription Fees with Quarterly Billing for a total of **\$465,612**:

Year 1: \$12,763

Year 2: \$12,763

Year 3: \$13,275

B. Section 005 – Supplemental Terms & Conditions, Original Contract Term and Renewals, is revised to read:

Contract Term.

This Contract began on April 1, 2021, and shall terminate on March 31, 2028.

C. City shall not be required to sign **Exhibit I** as it has already been incorporated by reference as stated above. Any additional alterations, additions, or deletions to the terms hereof, must be effected by amendment, in writing, executed by both City and Vendor as required by the Amendments provision in the Contract.

2. PROVISIONS REMAIN IN EFFECT

All other terms, conditions, covenants and provisions of the above referenced contract, as previously amended, not specifically mentioned herein and revised by this document, are retained in their entirety, unchanged, and remain in full force in effect for the duration of said contract, and any renewals thereof.

3. ENTIRE AGREEMENT

This contract, as amended, embodies the complete agreement of the parties hereto with regard to the subject matter contained herein, superseding all oral or written previous and contemporary agreements between the parties relating to matters herein.

EXECUTED and **AGREED** to as of the dates indicated below. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original and constitute one and the same instrument.

CITY OF SAN ANTONIO

VROOZI, INC.

(Signature)

DocuSigned by:

E33C93CBEB2461...

(Signature)

Printed Name: Angelica Mata

Printed Name: Joe Dauer

Title: Finance Assistant Director

Title: Chief operating officer

Date: _____

Date: 1/23/2025

Approved as to Form:

Assistant City Attorney

Please return this amendment to the Finance Department, Procurement Division, by email to Corine.Cardenas@sanantonio.gov.

ORDINANCE

APPROVING THE FOLLOWING CONTRACTS AND AMENDMENT ESTABLISHING UNIT PRICES FOR GOODS AND SERVICES FOR AN ESTIMATED COST OF \$1,132,000.00 ANNUALLY, INCLUDED IN THE RESPECTIVE DEPARTMENT'S FY 2025 ADOPTED BUDGET: (A) ODP BUSINESS SOLUTIONS, LLC, FOR OFFICE, COMPUTER, ELECTRONICS, AND BREAKROOM SUPPLIES FOR CITY DEPARTMENTS; (B) JIMENEZ MOTORSPORTS, LLC, DBA BMW MOTORCYCLES OF SAN ANTONIO, FOR BMW MOTORCYCLE MAINTENANCE AND REPAIR SERVICES AND PARTS FOR THE SAN ANTONIO POLICE DEPARTMENT; AND (C) AN AMENDMENT TO THE CONTRACT WITH VROOZI, INC., FOR VROOZI CATALOG MANAGEMENT FOR THE FINANCE DEPARTMENT.

* * * * *

WHEREAS, the City is able to obtain significant savings by purchasing various materials and services on an annual contract basis; and

WHEREAS, the bids submitted by Asterisk Dot Asterisk Technologies LLC, Cielo Office Products LLC, and Lakeshore Learning Materials LLC, failed to meet the City's specifications and/or requirements for office, computer, electronics, and breakroom supplies for City departments; and

WHEREAS, this ordinance approves: (A) a low responsive bid contract with ODP Business Solutions, LLC, to provide the City of San Antonio with office, computer, electronics, and breakroom supplies for City departments for an estimated annual cost of \$889,000.00; (B) a contract with Jimenez MotorSports, LLC, dba BMW Motorcycles of San Antonio, for BMW motorcycle maintenance and repair services and parts for the San Antonio Police Department procured on the basis of public health and safety; and (C) an amendment to the contract with Vroozi, Inc., for Vroozi Catalog Management for the Finance Department to extend the contract and to incorporate 36-month pricing for the renewal beginning April 1, 2025, and ending March 31, 2028; 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 following (A) contract with ODP Business Solutions, LLC, to provide office, computer, electronics, and breakroom supplies for City departments for an estimated annual cost of \$889,000.00; (B) contract with Jimenez MotorSports, LLC, dba BMW Motorcycles of San Antonio, for BMW motorcycle maintenance and repair services and parts for the San Antonio Police Department; and (C) amendment to the contract with Vroozi, Inc., for Vroozi Catalog Management for the Finance Department to extend the contract and to incorporate 36-month pricing for the renewal, beginning April 1, 2025, and ending March 31, 2028, is hereby approved.

LC
____/____/25
Item No. ____

A copy of the bid tabulation sheets and amendment are attached hereto and incorporated herein for all purposes as **Exhibit I**.

SECTION 2. It has been found and declared that the bid submitted by submitted by Asterisk Dot Asterisk Technologies LLC, Cielo Office Products LLC, and Lakeshore Learning Materials LLC, failed to meet the City's specifications and/or requirements for office, computer, electronics, and breakroom supplies for City departments.

SECTION 3. Funds will be encumbered upon issuance of purchase orders, and payment is authorized to the vendors identified herein for an estimated annual cost of \$1,132,000.00. All expenditures will be in accordance with the Fiscal Year 2025 budget, and such other appropriations necessary to fund the contracts through their terms as evidenced by subsequent ordinances.

SECTION 4. 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 the City Manager's designee, correct allocations to specific Fund Numbers, Project Definitions, WBS Elements, Internal Orders, Fund Centers, Cost Centers, Functional Areas, Funds Reservation Document Numbers, and GL Accounts as necessary to carry out the purpose of this ordinance.

SECTION 5. 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