



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 9

**Agenda Date:** December 2, 2021

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

12/2/2021 Annual Contracts

**SUMMARY:**

An ordinance awarding five contracts to provide the City with commodities and services on an annual basis for the term of the contract, for an estimated annual cost of \$842,000.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the term of the contract:

A. Printing Supplies USA LLC, World Wide Imaging Supplies and Central Jersey Office Equipment for Ink and Toner Cartridges, \$560,000.00 annually (3 contracts, Citywide)

B. Wagner Automation, Inc. for Automatic Gate Access System for SAAS, \$213,000.00 annually (1 contract, Aviation)

C. SAT Radio Communications, LTD., dba Industrial Communications for Installs, Removals and Repair of Equipment for SAFD and other City Vehicles, \$69,000.00 annually (1 contract, Fire and Aviation Departments)

**BACKGROUND INFORMATION:**

Contracts procured on the basis of low bid:

A. Printing Supplies USA LLC, World Wide Imaging Supplies and Central Jersey Office Equipment for Ink and Toner Cartridges, \$560,000.00 annually, upon award through April 30, 2023 with two, one-year renewal options – will provide the City with the purchase and delivery of original equipment manufacturer (OEM), remanufactured and compatible ink and toner cartridges for laser, inkjet, or MICR printers. This contract will provide discounted pricing of toner and ink cartridges to be purchased on an as-needed basis by various departments and facilities throughout the City.

B. Wagner Automation, Inc. for Automatic Gate Access System for SAAS, \$213,000.00 annually, January 1, 2022 through December 31, 2024 with two, one-year renewal options – will provide for on-call preventive maintenance, diagnostics, and repair services and for the necessary parts or replacement equipment needed to maintain automatic gates which secure the aircraft operations areas for the Aviation Department. There are 16 automatic gate systems at the San Antonio International Airport and 9 automatic gate systems at Stinson Municipal Airport.

C. SAT Radio Communications, LTD., dba Industrial Communications for Installs, Removals and Repair of Equipment for SAFD and other City Vehicles, \$69,000.00 annually, upon award through September 30, 2024 with two, one-year renewal options - will provide the City with a contractor to provide the services for the installation and removal of emergency equipment for the San Antonio Fire Department (SAFD) and Aviation Department vehicles. Service shall include the installation, removal, and repair of standard equipment, including emergency lighting equipment, standard mobile communication equipment, 2-way radios and mobile commuter devices used in vehicles and heavy-duty apparatuses.

## **ISSUE:**

These contracts represent a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by city departments in their daily operations.

### **A. Ink and Toner Cartridges**

This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

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

Category Remanufactured: 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.

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

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

#### **B. Automatic Gate Access System for SAAS**

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

The recommended award is to the lowest responsive bidder, who is also a local business; therefore, application of the Local Preference Program was not required.

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

#### **C. Installs, Removals and Repair of Equipment for SAFD and other City Vehicles**

This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

The recommended award is to the lowest responsive bidder, who is also a local business; therefore, application of the Local Preference Program was not required.

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

### **ALTERNATIVES:**

A. Ink and Toner Cartridges - Should this contract not be approved, departments will have to seek quotes for ink and toner cartridges through a variety of vendors as needs arise thereby overlooking the advantage associated with the City's consolidated purchasing power of procuring through a contract with defined pricing. In addition, establishing a catalog contract will secure volume discounts on OEM cartridges from 5% to 32% off the list price.

B. Automatic Gate Access System for SAAS - Should this contract not be approved, the Aviation Department will be required to procure on-call preventive maintenance, diagnostics, and repair services and parts or replacement equipment on an as-needed basis. Procuring outside of a contract will likely result in negative impacts on the timeliness, efficiency and cost of procuring the required services and items.

C. Installs, Removals and Repair of Equipment for SAFD and other City Vehicles - Should this contract not be approved, the City departments will be required to purchase equipment vehicle maintenance services of installation, removal and repair services for emergency equipment on

SAFD and other City vehicles on an as needed basis, wherein increased cost due to non-contract buying could be realized as well as delaying required maintenance services.

**FISCAL IMPACT:**

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

**RECOMMENDATION:**

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

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