



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 11

Agenda Date: January 13, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliot

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

1/13/2022 Annual Contracts

SUMMARY:

An ordinance awarding three contracts to provide the City with commodities and services on an annual basis for the term of the contract, for an estimated annual cost of \$226,000.00. 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. Superior Collision Center for EMS Vehicle Collision Body Repair, \$80,000.00 annually (1 contract, Fire Department)
- B. S&S Worldwide for Arts and Crafts Supplies, \$90,000.00 annually (1 contract, Parks and Recreation, San Antonio Public Library, and Pre-K 4 SA)
- C. Hill's Pet Nutrition for Dog and Cat Food, \$56,000.00 annually (1 contract, Animal Care Services)

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.

Contracts procured on the basis of low bid:

A. Superior Collision Center for EMS Vehicle Collision Body Repair, \$80,000.00 annually, upon award through March 31, 2024, with two, one-year renewal options – will provide the San Antonio Fire Department with a contractor to provide vehicle body work repair parts and services for the Emergency Medical Services (EMS) vehicles. These parts and services are required by the San Antonio Fire Department (SAFD) Fleet Division to service EMS units. These vehicles are utilized by the Fire Department’s EMS Division to provide medical emergency and non-emergency assistance to the residents of San Antonio and to safely transport residents to hospitals throughout the city. Fire Department utilizes this contract to ensure safe and reliable operation of the EMS vehicles.

B. S&S Worldwide for Arts and Crafts Supplies, \$90,000.00 annually, upon award through December 31, 2024 with two, one-year renewal options – will provide the San Antonio Public Library, Pre-K for SA, and the Parks and Recreation Department with a wide variety of games, novelties and arts and crafts supplies. These items will be provided at discounted catalog pricing on an “as needed” basis and will be used to support the programs offered by the Parks and Recreation Department such as Summer Youth Program, Day Camps, Art programs, classroom supplies for Pre-K 4 SA and on-going programming at the San Antonio Public Library.

C. Hill’s Pet Nutrition for Dog and Cat Food, \$56,000.00 annually, upon award through October 31, 2024 with two, one-year renewal options - will provide the Animal Care Services facility with the delivery of cat and dog food for animals sheltered at the facility. Animal Care Services intakes approximately 30,000 animals annually.

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. EMS Vehicle Collision Body Repair

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.

B. Arts and Crafts Supplies

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.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program was not applied.

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

C. Dog and Cat Food

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.

There were no bids submitted from local bidders for this contract; therefore, the local preference program was not applied.

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

ALTERNATIVES:

A. EMS Vehicle Collision Body Repair - Should this contract not be approved, the Fire Department would be required to pay market prices for EMS vehicle body and repair services on an as needed basis where increased cost and service repair times would be realized. This could delay the return of EMS vehicles into operational status potentially leading to a decrease in the availability of emergency services to the citizens of San Antonio.

B. Arts and Crafts Supplies - Should this contract not be approved, the City would be required to solicit quotes for required arts and craft supplies on an as needed basis, where increased costs due to non-contract buying could be realized. Non-contract rates may result in increased costs and adversely affect timeliness of delivery.

C. Dog and Cat Food - Should this contract not be approved, Animal Care Services will be required to make spot purchases for dog and cat food which may prevent minimizing transactional costs typically associated with long-term purchase agreements. The dog and cat food are used by the department in the daily operations. Without these products the department would be unable to carry out their operational activities.

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.