



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: May 12, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

5/12/2022 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 \$211,575.00. 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. Intervet Inc., dba Merck Animal Health for Veterinarian Supplies for Animal Care Services, \$141,000.00 annually (1 contract, Animal Care Services)
- B. InfoUSA Marketing, Inc. for Reference Solutions Database for SAPL, \$49,500.00 year one; \$247,500.00 contract period (1 contract, San Antonio Public Library)
- C. Swank Motion Pictures, Inc. dba Swank Movie Licensing USA for Swank Movie Licensing, \$21,075.00 year one; \$109,950.00 total contract value (1 contract, World Heritage Office and Center City Development and Operations)

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. Intervet Inc., dba Merck Animal Health for Veterinarian Supplies for Animal Care Services, \$141,000.00 annually, upon award through October 31, 2024 with two, one-year renewal options - will provide veterinary vaccines, pharmaceuticals, and supplies to benefit the animals served by the Animal Care Services Department (ACS). As a municipally owned animal shelter, ACS operates under an open-admission system, caring for approximately 30,000 animals per year. These veterinary vaccines, pharmaceuticals, and supplies will ensure ACS animals receive appropriate veterinary care and that proper supplies are available to the ACS employees who work and care for these animals.

Sole Source:

B. InfoUSA Marketing, Inc. for Reference Solutions Database for SAPL, \$49,500.00 Year 1; \$247,500.00 contract period, May 17, 2022 through May 16, 2025, with two, one-year renewal options – will provide the San Antonio Public Library Department with a subscription for access to Reference Solutions Database which provides information on US and Canadian businesses. The database covers approximately 70 million businesses in the US, including closed businesses and is updated weekly. The Reference Solutions Database subscription includes the US business, New Business, Historical Business, US Jobs, Healthcare, Canadian Business, Consumer Lifestyle, US White Pages, New Movers/Homeowners, Canadian Residential, and Data Visualization modules. Library patrons can access the the database 24 hours a day, seven days a week from any San Antonio Public Library or home/office computer.

These items are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

C. Swank Motion Pictures, Inc. dba Swank Movie Licensing USA for Swank Movie Licensing, \$21,075.00 year one; \$109,950.00 total contract value, upon award though June 30, 2023 with four, one-year renewal options - will provide a Non-Theatrical Public Performance License for the World Heritage Office and the Center City Development and Operations Department for various films for City's Family Film Series at the Mission Marquee and its Movies by Moonlight series at Travis Park. The License is required to be in compliance with the Copyright Act as stated in Title 17 of the United States Code.

These items are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

ISSUE:

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

A. Veterinarian Supplies

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, application of the Local Preference Program was not required.

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

B. Reference Solutions Database for SAPL -

This contract is exempt from the Small Business Economic Development Advocacy (SBEDA) Ordinance and Local Preference Program.

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

C. Swank Movie Licensing -

This contract is exempt from the Small Business Economic Development Advocacy (SBEDA) Ordinance and Local Preference Program.

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

ALTERNATIVES:

A. Veterinarian Supplies - Should this contract not be approved, ACS will be required to make spot purchases for veterinary supplies as the needs arise. However, establishing requirements supply contract will not just allow ACS to achieve economies of scale by aggregating long-term demands but also reduce the administrative costs associated with soliciting small, repetitive, and frequent purchases.

B. Reference Solutions Database for SAPL - Should this contract not be approved, the San Antonio Public Library would no longer be able to offer to their patrons an extensive database for

information on personal, academic or work-related use.

C. Swank Movie Licensing - Should this contract not be approved, the World Heritage Office and Center City Development and Operations Department would not be able to legally show the movies for the Family Film Series at the Mission Marquee and its Movies by Moonlight series at Travis Park.

FISCAL IMPACT:

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

RECOMMENDATION:

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

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