



# City of San Antonio Contract Summary Sheet

Date: 2/23/17  
Agenda Item: 17-1329

<b>Name/Title (Caption as shown on agenda):</b> Annual Contract for Arts and Crafts Supplies 6100007086 RS	
<b>Brief Description of Item(s) and Use:</b> This contract 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 catalog discount 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.	
<b>Total \$:</b>	\$95,000.00 annually
<b>Contract Period:</b>	Upon award through September 30, 2019 with two, one year renewal options
<b>Method of Procurement:</b>	Competitive (4 bids received)
<b>Price Trend:</b>	N/A
<b>Contract Info:</b>	Formal ___ Annual <u>X</u> Support/Maintenance ___ Lease ___
<b>Recommended Contractor(s):</b>	<b>S&amp;S Worldwide, 75 Mill Street, Colchester, CT, 06415 (Non-Local)</b>
<b>Previous Contractor(s):</b>	S&S Worldwide, 75 Mill Street, Colchester, CT 06415
<b>Comments:</b>	N/A
<b>Anticipated Future Requirements and Action:</b>	N/A
<b>Procurement Alternative:</b>	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.
<b>Using Department (s):</b>	Parks and Recreation, San Antonio Public Library, and Pre-K 4 SA