



City of San Antonio

Agenda Memorandum

File Number: 16-4844

Agenda Item Number: 5.

Agenda Date: 10/13/2016

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: CityWide

SUBJECT:

10/13/2016 Annual Contracts

SUMMARY:

An ordinance awarding two contracts to provide the City with commodities and services on an annual basis for the terms of the contract, for an estimated annual cost of \$190,000.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the terms of the contract:

A. Quality Traffic Data, LLC for Traffic Counting Services, \$100,000.00 annually (1 contract, Transportation and Capital Improvements Department)

B. Airgas an Air Liquide Company for Laboratory, Medical, Welding Gases and Welding Supplies, \$90,000.00 annually (1 contract, Solid Waste Management, Health, Transportation and Capital Improvements, Animal Care Services and Fire Departments)

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. Quality Traffic Data, LLC for Traffic Counting Services, \$100,000.00 annually, upon award through December 31, 2018 with two, one year renewal options - will provide the Transportation and Capital Improvements Department with data processing services for the processing of video files from COSA owned MioVision video data collection system.

B. Airgas an Air Liquide Company for Laboratory, Medical, Welding Gases and Welding Supplies, \$90,000.00 annually, upon award through March 31, 2019 with two, one year renewal options - will provide the City with laboratory, medical, welding gases and welding supplies. These supplies are used by various City Departments for use with laboratory, medical, and welding requirements.

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. Traffic Counting Services - This contract is within the scope of the Small Business Economic Development Advocacy (SBEDA) Program. However, due to the type of commodities/services being procured and value of the contract, no SBEDA tool is available.

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

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

B. Laboratory, Medical, Welding Gases and Welding Supplies - Due to the lack of small, minority, and/or women businesses available to provide these goods and services, the SBEDA Program did not apply to this solicitation.

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

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

ALTERNATIVES:

A. Traffic Counting Services - Should this contract not be approved, TCI staff would be required to manually count the data collected. This process is very time consuming and would not be the best use of City resources.

B. Laboratory, Medical, Welding Gases and Welding Supplies - Should this contract not be approved, the City will be required to purchase these items on an as needed basis wherein increased cost due to non-contract

buying could be realized.

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 two 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.