



City of San Antonio

Agenda Memorandum

File Number: 17-5225

Agenda Item Number: 8.

Agenda Date: 10/19/2017

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

10/19/2017 Annuals

SUMMARY:

An ordinance awarding two 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 \$16,000.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the term of the contracts:

- A. Clarke Mosquito Control Products and Target Specialty Products for Pesticides, \$16,000.00 annually; \$80,000.00 contract period (2 contracts, San Antonio Metropolitan Health District)

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. Clarke Mosquito Control Products and Target Specialty Products for Pesticides, \$16,000.00 annually; \$80,000.00 contract period, upon award through March 30, 2020 with two, one year renewal options - will provide the San Antonio Metropolitan Health District (SAMHD) with the purchase and delivery of pesticide

products to control various mosquito borne diseases such as Zika, West Nile, Yellow Fever, Dengue, and Chikungunya. These items will be utilized by licensed personnel of the San Antonio Metropolitan Health District (SAMHD) Vector Control Program.

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. Pesticides - 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.

ALTERNATIVES:

A. Pesticides - Should this contract not be approved, the SAMHD will not have a reliable and continuous supply of pesticide products necessary for routine and preventive control of mosquito borne diseases.

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 a Contract Disclosure Form is not required.