



City of San Antonio

Agenda Memorandum

File Number:18-4537

Agenda Item Number: 9.

Agenda Date: 8/30/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

8/30/2018 Annuals

SUMMARY:

An ordinance awarding two contracts to provide the City with commodities and services on an annual basis for the term of the contracts, for an estimated annual cost of \$316,000.00. 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. Acme Safe & Lock Company for Locksmith Services and Parts, \$276,000.00 annually (1 contract, Citywide)
- B. Clear Visions for Forms Printing, \$40,000.00 annually; \$200,000.00 total contract value (1 contract, San Antonio Public Library)

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. Acme Safe & Lock Company for Locksmith Services and Parts, \$276,000.00 annually, upon award through June 30, 2021 with two, one year renewal options - will provide the City of San Antonio with a contractor to provide locksmith services to various City departments. The contractor will perform full security locksmith services and miscellaneous maintenance and repair to include but not limited to: lockset installation, key duplication, key fitting, key numbering, repair any existing lock problems, install and service mechanical push button locks. These services are required on an as-needed basis for performing repairs at all City-owned and leased facilities and vehicles. The City will also utilize this contract for locksmith products and parts where no service is required to include, but not limited to: American Lock, Falcon, Master, Medeco, Norton, Sargent, and Schlage.

B. Clear Visions for Forms Printing, \$40,000.00 annually; \$200,000.00 total contract period, upon award through June 30, 2021, with two, one year renewal options - will provide the San Antonio Public Library (SAPL) with a vendor to print and deliver various black and white and color library forms for the San Antonio Public Library Department. The forms include a Library Card Application, Library Locator Map, User Guide Brochure and Welcome Brochure.

ISSUE:

This contract represents 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. Locksmith Services and Parts - 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 Local Preference Program does not apply to non-professional service contracts of \$500,000.00 or more, so no preference was applied to this contract.

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

B. Forms Printing (SAPL) - This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Clear Visions has committed to satisfying the 20% Minority and/or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

The recommended award is to the lowest responsive bidder, who is also a local business. Therefore, application of the Local Preference Program was not applied.

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

ALTERNATIVES:

A. Locksmith Services and Parts - Should this contract not be approved, departments would be required to procure locksmith services and parts on an as needed basis where increased costs due to non-contract buying would be realized.

B. Forms Printing (SAPL) - Should the contract not be awarded, the Library would have to begin the solicitation process anew. If forms are not available then the effective processing of new library card applicants would be hampered.

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 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.