



City of San Antonio

Agenda Memorandum

File Number:21-2403

Agenda Item Number: 10.

Agenda Date: 4/15/2021

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

4/15/2021 Annual Contracts

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 \$60,000.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the term of the contract:

- A. Bike World for Bicycle Repair Parts and Accessories for Patrol Officers, \$27,000.00 annually; \$135,000.00 contract period (1 contract, Police, Aviation, and Parks & Recreation)
- B. Security Reconnaissance Team, Inc. for Parks Gate Opening and Closing, \$33,000.00 annually; \$165,000.00 total contract value (1 contract, Parks & Recreation Department)

BACKGROUND INFORMATION:

Contracts procured on the basis of low bid:

A. Bike World for Bicycle Repair Parts and Accessories for Patrol Officers, \$27,000.00 annually; \$135,000.00 contract period, upon award through March 31, 2024 with two, one-year renewal options - will provide the San Antonio Police Department with a contractor to provide bicycle repair parts and accessories for SAPD Bicycle Patrol Division, Aviation Patrol Officers and Park Patrol Officers. The parts and accessories will be ordered on an "as needed" basis and utilized to maintain the City's fleet of approximately three hundred and sixty bicycles

for Patrol Officers in the field. The bicycles used by the Patrol Officers vary in brand and model.

B. Security Reconnaissance Team, Inc. for Parks Gate Opening and Closing, \$33,000.00 annually; \$165,000.00 total contract value, upon award through January 31, 2024 with two, one year renewal options - will provide the Parks and Recreation Department with a contractor to provide park gate opening and closing services for identified entrance and exit gate(s) at public parks, natural areas, and greenway trails within the San Antonio city limits. There are a total of five (5) locations that require services daily, including holidays. This contract also allows for additional locations to be added if requested by City.

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. Bicycle Repair Parts and Accessories for Patrol Officers - 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.

The recommended award is to the lowest responsive bidder, who is a local business; therefore, application of the Local Preference Program was not required.

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

B. Parks Gate Opening and Closing - 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.

The recommended award is to the lowest responsive bidder, who is a local business; therefore, application of the Local Preference Program was not required.

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

ALTERNATIVES:

A. Bicycle Repair Parts and Accessories for Patrol Officers - Should this contract not be approved, the SAPD Bicycle Patrol Division, Aviation Patrol Officers and Park Patrol Officers would be required to purchase these items on an as needed basis wherein increased costs and delay in delivery could be realized due to non-contract buying.

B. Parks Gate Opening and Closing - Should this contract not be approved, the Parks and Recreation Department would be required to procure services on a needed basis wherein increased costs and delay in services could be realized due to non-contract buying.

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 Contract Disclosure Forms are not required.