



City of San Antonio

Agenda Memorandum

File Number: 15-4180

Agenda Item Number: 8.

Agenda Date: 8/20/2015

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

8/20/2015 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 \$225,000.00. 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. Excell Environmental, Inc. d/b/a Excell Fueling Systems for Tank Cleaning & Fuel Circulation Services for Underground Storage Tanks, \$27,000.00 annually; \$135,000.00 contract period
(1 contract, Building & Equipment Services Department)

B. Samuels Glass Co. for Replacement of Broken Glass, \$198,000.00 annually
(1 contract, Citywide)

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. Excell Environmental, Inc. d/b/a Excell Fueling Systems for Tank Cleaning & Fuel Circulation Services for

Underground Storage Tanks, \$27,000.00 annually; \$135,000.00 contract period, upon award through December 31, 2018 with two, one year renewal options - will provide gasoline and diesel fuel underground tank cleaning services for 33 underground storage tanks with a 10,000 - 20,000 gallon capacity located throughout the City. These services will remove water and debris from the fuel through a circulation and filtration system to ensure conformation of regulations set forth by the U.S. Environmental Protection Agency (EPA) as well as the Texas Commission of Environmental Quality (TCEQ).

B. Samuels Glass Co. for Replacement of Broken Glass, \$198,000.00 annually, upon award through September 30, 2018 with two, one year renewal options - will provide city departments with a contractor to provide all labor, materials and equipment for energy efficient glass replacement and window film services. Services include the replacement of glass in a variety of applications, mirrors, laminates, board-up services and anti-graffiti and security window film services for municipal buildings throughout the city. Samuels Glass Co. is a small, women-owned business.

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. Tank Cleaning & Fuel Circulation Services for Underground Storage Tanks - Due to the lack of small, minority, and/or women businesses available to provide these goods, 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 to this contract.

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

B. Replacement of Broken Glass - This contract is within the scope of the SBEDA Program. However, due to lack of subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

The Local Preference Program does not apply to non-professional service contracts of \$500,000 or more, so no preference was applied to this contract.

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

ALTERNATIVES:

A. Tank Cleaning & Fuel Circulation Services for Underground Storage Tanks - Should this contract not be approved, the City would be required to purchase these services on an as needed basis which could result in higher costs and/or delay of time for the services to be completed.

B. Replacement of Broken Glass - Should this contract not be approved, the City will be required to purchase glass replacement and window tinting services on an as needed basis. Lack of a contract could result in increased costs and delayed delivery times.

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.