



# City of San Antonio

## Agenda Memorandum

**File Number:**16-5755

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**Agenda Item Number:** 6.

**Agenda Date:** 12/8/2016

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** CityWide

### **SUBJECT:**

Purchase of Shuttle Buses

### **SUMMARY:**

This ordinance authorizes a contract with Creative Bus Sales to provide two replacement and one additional 23-passenger shuttle buses for a total cost of \$371,140.00. These buses will be used by the Department of Human Services (DHS) senior services programs. Two replacement buses will be funded by the Equipment Renewal and Replacement Fund (ERRF) for a total cost of \$247,426.67. One additional bus will be funded by the Department of Human Services (DHS) General Fund for a total cost of \$123,713.33.

### **BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is the offer submitted by Creative Bus Sales utilizing TXMAS cooperative contract 071-072-AT to provide three 23-passenger shuttle buses for a total cost of \$371,140.00, which includes a \$5,485.00 TXMAS cooperative contract fee. The two replacement buses will be funded from the ERRF in the amount of \$247,426.67 and the additional bus will be funded by the Department of Human Services General Fund in the amount of \$123,713.33.

There are currently eight 23-passenger buses and two 25 passenger shuttle buses that support senior service programs. The additional bus being purchased will support the Cuellar Park area in Council District 6 and will increase the fleet to 11 buses. In addition, there are also 32 light duty vans currently in use by the Department of Human Services for senior programs.

**ISSUE:**

This contract will provide three 23-passenger shuttle buses that will be utilized by the Department of Human Services for senior services programs. The buses will be purchased from Creative Bus Sales utilizing the TXMAS cooperative purchasing contract 071-072-AT and will be made in accordance with the State Cooperative program passed on resolution no. 91-39-53 dated 9/12/1991.

The life expectancy of these buses is 96 months. The buses are covered by a 3 year/36,000 mile warranty. Warranties will start on the day each unit is placed into service. All buses will be placed into the Equipment Renewal and Replacement Fund.

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.

The recommended award is an exception to the Local Preference Program.

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

**ALTERNATIVES:**

Senior Services operational activities would be unfavorably impacted without acquisition of these vehicles. Should this contract not be approved, the availability of transportation services at the Comprehensive Senior Centers might be impacted due to existing vehicles having met their replacement parameters. The alternative is to continue utilizing the current vehicles; however, the ability of the Senior Center Based Transportation Program to provide timely and efficient services for the elderly residents of the city of San Antonio may be negatively impacted.

**FISCAL IMPACT:**

The total cost of this contract is \$371,140.00 of which \$247,426.67 will be funded from ERRF and the balance of \$123,713.33 will be paid from the Department of Human Services General Fund. These vehicle purchases are part of the FY 2017 Appropriated Budget for Capital Outlay.

**RECOMMENDATION:**

Staff recommends the approval of a contract to purchase three 23-passenger shuttle buses from Creative Bus Sales for the total cost of \$371,140.00.

This contract was procured by means of cooperative purchasing and a Contracts Disclosure Form is not required