



City of San Antonio

Agenda Memorandum

File Number: 17-4832

Agenda Item Number: 7.

Agenda Date: 9/21/2017

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Purchase of Service and Utility Trailers

SUMMARY:

This ordinance authorizes acceptance of contracts with San Antonio Southwest Trailers and Smart Control Systems LLC, dba Hotsy Equipment Company to provide City departments with service and utility trailers for a total cost of \$84,873.00. Funding for this purchase is available from the FY 2017 Equipment Renewal and Replacement Fund, Fire General Fund, Parks and Recreation General Fund, and the Transportation and Capital Improvements (TCI) Department General Fund, and TCI Storm Water Fund budgets.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the attached tabulation of two competitive bids to provide 16 service and utility trailers for a total cost of \$84,873.00. This purchase includes four single axle utility trailers, two single axle utility landscape trailers with storage box, one heavy duty tandem axle trailer, three tandem axle low boy trailers with edger racks, two tandem axle utility trailers with blower storage and side racks, two tandem axle utility vehicle transport trailers with storage box, one tandem axle enclosed cargo box utility trailer and one single axle trailer mounted with a 200 gallon water tank and pressure washer.

This equipment will be utilized by the Building and Equipment Services, Fire, Parks and Recreation and Transportation and Capital Improvements departments for various transportation, mowing, landscaping, hauling and power washing projects throughout the City.

The Invitation for Bid (IFB) was evaluated based on the published bid specifications. The low bid for items 1, 2, 3, 4, 5, 6, 7 and 8 is recommended for award to San Antonio Southwest Trailers, a local business therefore; application of the Local Preference Program was not required.

The low bid for item 9 is recommended for award to Smart Control Systems LLC, dba Hotsy Equipment Company, a local business therefore; application of the Local Preference Program was not required.

ISSUE:

These contracts will provide ten replacement and six additional service and utility trailers to meet the needs of the Building and Equipment Services, Fire, Parks and Recreation and Transportation and Capital Improvements departments. The replacement of these trailers is consistent with the City's Equipment Replacement and Renewal Fund (ERRF) program.

The units will be used by the departments for a variety of tasks to include; transportation of equipment, mowing, landscaping, hauling and power washing projects throughout the City.

All units are covered by a minimum one year warranty that will start on the day each unit is placed in service. The life expectancy for these trailers is 120 months.

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

ALTERNATIVES:

The current trailers scheduled for replacement have met their age and/or mileage requirement cycles and are no longer economically feasible to repair. If the replacement trailers are not purchased, necessary field work may be compromised and thus create the potential of delays in delivery of essential services to the residents of San Antonio. The alternative is to continue to use the trailers currently available and incur increasing maintenance costs and down time.

FISCAL IMPACT:

These contracts for the purchase of sixteen trailers are for a total cost of \$84,873.00.

Ten trailers are replacements to the City's fleet and will be funded through the FY 2017 Equipment Renewal and Replacement Fund (ERRF) budget for a cost of \$58,380.00.

Two trailers will be funded by the FY 2017 Fire Departments General Fund budget for a cost of \$8,638.00, two trailers will be funded by the FY 2017 Parks and Recreation General Fund budget for a cost of \$4,390.00, one trailer will be funded by the FY 2017 TCI General Fund budget for a cost of \$3,565, and two trailers will be funded by the FY 2017 TCI Storm Water Fund budget for a cost of \$9,900.00.

RECOMMENDATION:

Staff recommends the approval of two contracts to purchase 16 service and utility trailers from San Antonio Southwest Trailers for a cost of \$73,833.00 and Smart Control Systems LLC, dba Hotsy Equipment Company for a cost of \$11,040.00; for a total cost of \$84,873.00.

These contracts are procured on the basis of low bid and a Contract Disclosure Form is not required.