



City of San Antonio

Agenda Memorandum

File Number:19-4229

Agenda Item Number: 9.

Agenda Date: 6/13/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

6/13/2019 Annual Contracts

SUMMARY:

An ordinance awarding one contract to provide the City with commodities and services on an annual basis for the term of the contract, for an estimated annual cost of \$123,000.00. 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. Altman Specialty Plants, LLC for Bedding Plants, \$123,000.00 annually (1 contract, Parks and Recreation, Center City Development & Operations Department, and Aviation Department)

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.

Contract procured on the basis of low bid:

A. Altman Specialty Plants, LLC for Bedding Plants, \$123,000.00 annually, upon award through September 30, 2021 with a one-year renewal option - will provide various City departments with a contract to furnish and

deliver a wide variety of bedding plants to landscape the City's high visibility areas. These plants will provide seasonal color to City public areas such as the River Walk, Hemisfair Park, Sunken Gardens, Japanese Tea Garden, San Antonio International Airport, various downtown parks and City facilities. Plants will be ordered on an as needed basis and varieties will be selected based upon seasonal applications.

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. Bedding Plants - 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.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program was not applied.

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

ALTERNATIVES:

A. Bedding Plants - Should this contract not be approved, the various City departments would be required to purchase bedding plants on an as needed basis. However, processing requirements as spot purchases will not realize the cost savings customarily associated with long-term agreements.

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 this contract 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.

This contract was procured on the basis of low bid and a Contract Disclosure Form is not required.