



# City of San Antonio

## Agenda Memorandum

**File Number:**20-7352

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**Agenda Item Number:** 6.

**Agenda Date:** 1/21/2021

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

1/21/2021 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 \$52,000.00. 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. American Sales & Service, Inc. for Car Wash, Vacuum, & Water Recovery Parts and Service, \$41,000.00 annually; \$205,000.00 total contract value (1 contract, Building & Equipment Services)
- B. US Executive LLC for Aerial Photography for San Antonio Airport System, \$11,000.00 annually; \$55,000.00 total contract value (1 contract, Aviation)

### **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. American Sales & Service, Inc. for Car Wash, Vacuum, & Water Recovery Parts and Service, \$41,000.00

annually; \$205,000.00 total contract value, upon award through December 31, 2023 with two, one-year renewal options - will provide car wash and vacuum cleaner parts and service, vehicle washing detergent, as well as preventative maintenance, and parts and service to the LRC (Liquid Recovery Console) car wash recovery systems.

B. US Executive LLC for Aerial Photography for San Antonio Airport System, \$11,000.00 annually; \$55,000.00 total contract value, upon award through December 31, 2023 with two, one-year renewal options - will provide the Aviation Department with color aerial photographs of San Antonio International Airport and Stinson Municipal Airport. The Aviation Department's Planning and Administration Division uses aerial photographs for historical purposes. Taken annually during the winter season, these photographs help track the changes in landscapes in and around the airports over time. In addition, copies are posted in executive and conference/meeting rooms for reference during meetings. Finally, the photographs are used as exhibits for various airport documents and solicitations.

## **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. Car Wash, Vacuum, & Water Recovery Parts and Service - 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 also 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.

B. Aerial Photography for San Antonio Airport System - 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.

In accordance with the Local Preference Program, no local preference was applied since the local bidder is not within 3% of the recommended lowest non-local bidder.

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. Car Wash, Vacuum, & Water Recovery Parts and Service - Should this contract not be approved, the City will be required to procure the car wash, vacuum cleaner parts/service, washing detergent, and car wash recovery system parts/service on an as needed basis wherein an increased cost due to non-contract buying could be realized.

B. Aerial Photography for San Antonio Airport System - Should this contract not be approved, the Aviation Department will be required to process individual procurements to provide aerial photos. Procuring outside of a contract may result in the photos being delayed, inconsistent, lower quality, and more expensive.

**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.