



City of San Antonio

Agenda Memorandum

File Number:21-1366

Agenda Item Number: 8.

Agenda Date: 3/4/2021

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

3/4/2021 Annual Contracts

SUMMARY:

An ordinance awarding five 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 \$444,000.00. 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. Paradigm Traffic Systems, Inc., Traffic Parts, Inc., and Wildcat Traffic for Solar School Flasher and Parts, \$151,000.00 annually (3 contracts, Public Works)
- B. EAN Holdings, LLC dba Enterprise Rent-A-Car for Rental of Various Vehicles, \$238,000.00 annually (1 contract, Citywide)
- C. CDS Properties Inc., dba Southwest Public Safety for Auto & Light-Duty Truck Window Tint, \$55,000.00 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. Paradigm Traffic Systems, Inc., Traffic Parts, Inc., and Wildcat Traffic for Solar School Flasher and Parts, \$151,000.00 annually, upon award through September 30, 2023, with two, one-year renewal options - will provide the Public Works Department with a contractor that will furnish and deliver solar school flasher parts for warning signals at various school zone locations throughout the City of San Antonio.

B. EAN Holdings, LLC dba Enterprise Rent-A-Car for Rental of Various Vehicles, \$238,000.00 annually, April 1, 2021 through March 31, 2024, with two, one-year renewal options - will provide for the rental of various passenger vehicles, including passenger vans. This contract will be utilized on an as-needed basis by various City departments for the purpose of transporting personnel and light hauling.

C. CDS Properties Inc., dba Southwest Public Safety for Auto & Light-Duty Truck Window Tint, \$55,000.00 annually, upon award through December 31, 2023 with two, one-year renewal options - will provide window tint film installation and removal services for various types of automobiles and light-duty trucks. This contract will be maintained by Building and Equipment Services for use by various City Departments, but primarily utilized by the San Antonio Police Department.

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. Solar School Flasher and Parts - 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.

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 (VOSBPP) does not apply to goods/supplies contracts, so no preference was applied to this contract.

B. Rental of Various Vehicles - 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.

This contract includes expenditure of federal grant funds, therefore; the Local Preference Program was not applicable for contract award.

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

C. Auto & Light-Duty Truck Window Tint - 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 services contracts, so no preference was applied to this contract.

ALTERNATIVES:

A. Solar School Flasher and Parts - Should this contract not be approved, the Public Works Department will have to spot purchase from various vendors on an as needed basis which may result in higher pricing and affect delivery time. This could potentially cause a public safety issue.

B. Rental of Various Vehicles - Should this contract not be approved, the City will be required to procure the vehicle rentals on an as needed basis wherein an increased costs due to non-contract buying could be realized.

C. Auto & Light-Duty Truck Window Tint - Should this contract not be approved, the City of San Antonio would be required to solicit quotes on an as needed basis, potentially resulting in increased costs and service delays for City vehicles.

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.