



City of San Antonio

Agenda Memorandum

File Number:21-1659

Agenda Item Number: 6.

Agenda Date: 3/18/2021

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

3/18/2021 Annual Contracts

SUMMARY:

An ordinance awarding three 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 \$182,000.00. 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. Bankson Group, Ltd dba Alamo Tees & Advertising and A1 Sports Center for Promotional T-Shirts, \$143,000.00 annually (2 contracts, Citywide)
- B. RONVAC Corp dba FASTSIGNS Downtown for Vehicle Decals, \$39,000.00 annually; \$195,000.00 total contract value (1 contract, Building & Equipment Services)

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. Bankson Group, Ltd dba Alamo Tees & Advertising and A1 Sports Center for Promotional T-Shirts, \$143,000.00 annually, upon award through September 30, 2023 with two, one-year renewal options - will provide City departments with a contractor to furnish promotional shirts for City staff and support programs and promotional events sponsored by the City. Promotional shirts are utilized by City departments for various giveaways to promote City programs and for a casual work uniform alternative for City staff with standard uniform attire. The shirts will be available in youth, adult, big and tall sizes, white and assorted colors, short-sleeves or long-sleeves; made of cotton, cotton poly blend, or wicking polyester material. The shirts available under this contract will include several options for silk screen imprints.

B. RONVAC Corp dba FASTSIGNS Downtown for Vehicle Decals, \$39,000.00 annually; \$195,000.00 total contract value, upon award through June 30, 2024 with two, one-year renewal options - will provide the Building and Equipment Services Department with vehicle logo decals, letters, and numbers for the purpose of marking City-owned fleet vehicles. Decals will be installed by City fleet staff.

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. Promotional T-Shirts - This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Bankson Group, Ltd dba Alamo Tees & Advertising and A1 Sports Center are small and minority-owned firms that will be self-performing the 13% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

The recommended awards are to the lowest responsive bidders, who are also local businesses; therefore, application of the Local Preference Program was not required.

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

B. Vehicle Decals - 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 a local business; therefore, application of the Local Preference Program was not required.

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

ALTERNATIVES:

A. Promotional T-Shirts - Should this contract not be approved, City departments would be required to procure promotional t-shirts on an as needed basis, where increased costs due to non-contract buying could be realized and cause a delay in delivery times.

B. Vehicle Decals - Should this contract not be approved, the City would be required to procure the vehicle decals on an as needed basis wherein an increased cost due to non-contract buying could be realized and delay the issuance of City owned 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.