



City of San Antonio

Agenda Memorandum

File Number:21-3217

Agenda Item Number: 7.

Agenda Date: 5/13/2021

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

5/13/2021 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 \$176,000.00. 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. PSI Plastic Graphics for Printing of Library Borrower Cards, \$31,000.00 annually; \$104,000.00 contract period (1 contract, San Antonio Public Library)

B. VROOZI, Inc. for Catalog Management Services, \$145,000.00 annually (1 contract, Finance 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.

Contracts procured on the basis of low bid:

A. PSI Plastic Graphics for Printing of Library Borrower Cards, \$31,000.00 annually; \$104,000.00 contract period, upon award through September 30, 2022 with two, one-year renewal options - will provide the printing of colored plastic borrower cards for the San Antonio Public Library. These cards are issued to library patrons requesting to use various resources such as library databases, online library services, print materials, and media at the Central Library and various branch libraries located throughout the City of San Antonio.

Sole Source:

B. VROOZI, Inc. for Catalog Management Services, \$144,378.00 annually, upon award through March 31, 2024 with a one-year renewal option - will provide the Finance Department continuation of the integrated vendor hosted electronic catalog management solution with Vroozzi, Inc. previously awarded by Council on April 7, 2016. This contract will provide continued access to the comprehensive supplier catalog management tool developed by Vroozzi, Inc. This platform provides a digital marketplace for employees to purchase contracted goods and services electronically and securely. This solution allows City staff with the SAP Shopper role access to hosted and punch-out compatible supplier catalogs for contracted goods and services and provides an e-commerce marketplace that connects with SAP to streamline the purchasing process. This solution also includes a self-service supplier portal for creation and maintenance of catalog content, and a visual analytics and reporting solution. The Purchase Express (smartOCI) product allows authorized users to create shopping lists/purchase requests from any device including laptops, tablets, and smart phones, which can be submitted for order fulfillment to authorized purchasing staff.

These items are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

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. Printing of Library Borrower Cards -

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 low non-local bidder.

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

B. Catalog Management Services -

This contract is an exception to the SBEDA and Local Preference Programs.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no

preference was applied to this contract.

ALTERNATIVES:

A. Printing of Library Borrower Cards - Should this contract not be approved, the ability of new patrons to check out physical materials and access SAPL services would be significantly impaired. The library borrower card number is the device used by patrons to access library services, and a physical card is the main reference for most patrons.

B. Catalog Management Services - Should this contract not be awarded, all City employees would not be able to view catalog items and offer robust search capabilities which has increased contract spend through the electronic catalog. As a result, contract compliance would not be enhanced by purchasing of goods and services at the contract price maintained in the catalog.

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 sole source, and Contract Disclosure Forms are not required.