

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PURCHASING & GENERAL SERVICES DEPARTMENT**

CONSENT AGENDA

ITEM NO. 7

TO: Mayor and City Council

FROM: Janie B. Cantu, Director of Purchasing & General Services

THROUGH: Terry M. Brechtel, City Manager

COPIES: Travis M. Bishop, Assistant City Manager;
Department Directors; File

SUBJECT: Annual Contracts for Fiscal Year 2002-2003

DATE: December 19, 2002

SUMMARY & RECOMMENDATION:

The attached tabulations of bids to provide the City of San Antonio with annual contracts for various materials and services is hereby submitted for Council consideration and action. Annually at this time, bids are requested for various materials and services, such as armored car service, air conditioning parts and service, automotive parts and service, automotive storage batteries, computer maintenance and support, computer maintenance agreements, concrete, copier paper, elevator maintenance, gasoline & refueling parts and service, library books, non-print media services, lumber, lamps, latex gloves, lighting parts, medical supplies, rental of barricades, excavators, and tires which will be recurring needs throughout the next fiscal year. These annual contracts establish the costs and other conditions, so that repetitive bidding is not required.

Many bids are on a firm, non-escalating basis, while others such as petroleum related items and certain other commodities require escalation of prices during the contract period. Generally, bids reflect small increases over recent prior years, but in many cases reflect decreases.

It is recommended that these contracts be approved.

- SECTION I:** The bids in this section are competitive bids in which award is recommended to the lowest bidders. (3 contracts)
- SECTION II:** The bids in this section are low qualified bids in which award is recommended to bidders other than the lowest bidders because the lowest bids failed to meet the City's specifications. (2 contracts)

POLICY ANALYSIS:

Annual contracts are an efficient method of securing the best prices through volume purchasing and by reducing large amounts of work related to the bid process. This group of contracts represents a portion of approximately 250 annual contracts that will be brought before City Council throughout the remainder of the fiscal year.

FINANCIAL IMPACT:

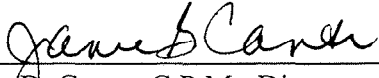
Funds are not expended by this ordinance. It is estimated that approximately \$20,000,000 will be spent on annual contracts in the 2002-2003 fiscal year. All expenditures will be in accordance with the 2002-2003 budget to be approved by City Council. The total estimated amount for the contracts listed on this ordinance are approximately \$1,437,540.

SUPPLEMENTAL COMMENTS:

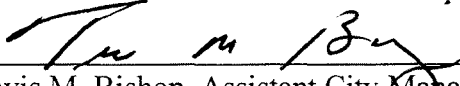
Several agencies including schools, municipalities, Bexar County, San Antonio Water System, and City Public Service have been included in some of the bids in a cooperative effort.

MINORITY & WOMAN OWNED BUSINESS ENTERPRISE AWARDS:

Council Date	Number of Contracts Awarded	Estimated Dollars Awarded	Goal: 11.7%			Goal: 12.8%			Goal: 1.7%		
			MBE's		Awards	WBE's		Awards	AABE's		Awards
			Amount	%		Amount	%		Amount	%	
5-30-02	26	\$1,794,238	\$418,000	23.30	5	\$149,000	8.30	3			
6-13-02	12	\$268,360	\$17,000	6.33	4	\$32,000	11.92	2	\$4,000	1.49	1
6-27-02	19	\$2,168,700	\$540,000	24.90	3	\$495,000	22.82	4			
8-1-02	39	\$1,755,744	\$188,000	10.70	2	\$220,000	12.56	3			
8-8-02	12	\$1,544,101				\$161,640	10.47	2			
8-15-02	33	\$3,088,208	\$358,700	11.62	6	\$147,000	4.76	2	\$25,000	0.81	1
8-22-02	8	\$6,321,724	\$135,000	2.14	1	\$77,000	1.22	2			
8-29-02	13	\$1,706,085	\$1,173	0.06	1						
9-5-02	18	\$686,536				\$68,270	9.94	4			
9-12-02	8	\$441,827	\$25,000	5.66	1	\$30,000	6.79	2			
9-26-02	14	\$2,160,902				\$134,710	6.23	3			
10-3-02	3	\$230,000				\$217,000	94.35	2			
10-10-02	8	\$487,000									
10-31-02	25	\$1,342,528	\$75,356	5.61	4	\$55,357	4.12	3			
11-21-02	5	\$389,679									
12-12-02	5	\$3,800,625									
12-19-02	5	\$1,437,540				\$49,000	3.41	1			
TOTAL	253	\$29,623,797	\$1,758,229	5.93	27	\$1,835,977	6.20	33	\$29,000	0.09	2


Janie B. Cantu, C.P.M., Director
Purchasing & General Services

Approved:


Travis M. Bishop, Assistant City Manager
City Managers Office

SECTION I
COUNCIL, DECEMBER 19, 2002
COMPETITIVE LOW BIDS

SECTION I: COMPETITIVE LOW BIDS

The bids in this section are competitive bids in which award is recommended to the lowest bidders. The term of these contracts is indicated below.

	<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1.	Pug Mill Cement Stabilized Base A167-03 Upon Award through 9-30-03		MCCI Ready Mix Concrete Ltd. Entire Bid Est. Amount \$30,000
2.	Materials & Labor to Maintain Air Conditioning Systems at Various Multi- Service Centers A283-03 Upon Award through 9-30-03	WBE	Atlas Mechanical Entire Bid Est. Amount \$49,000
3.	Vehicle Refueling A390-03 Upon Award through 9-30-04		Diamond Shamrock R&M Entire Bid Est. Amount \$1,326,240

SECTION II
COUNCIL, DECEMBER 19, 2002
LOW QUALIFIED BIDS

SECTION II: LOW QUALIFIED BIDS

The bids in this section are low qualified bids in which award is recommended to bidders other than the lowest bidders because the lowest bids failed to meet the City's specifications. The term of these contracts is indicated below.

<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1. Park Police Short Sleeve Poly Wool Shirts A230a-03 Upon Award through 9-30-03		Martin's Uniforms Division Superior Uniform Group, Inc. Items 1A-B Est. Amount \$29,800 Skaggs Uniforms Item 2 Est. Amount \$2,500