

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

CONSENT AGENDA
ITEM NO. 10

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: January 9, 2003

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, linen supply, non-print media services, lumber, lamps, latex gloves, lighting parts, medical supplies, publications, 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 single source of supply contracts. (2 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. (1 contract)

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:

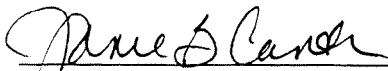
Funds are not expended by this ordinance. It is estimated that approximately \$20,000,000 will be spent on annual contracts in the 2002-2003 fiscal year. All expenditures will be in accordance with the 2002-2003 budget to be approved by City Council. The total estimated amount for the contracts listed on this ordinance are approximately \$313,443.

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.

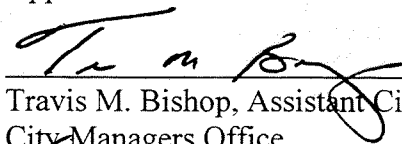
MINORITY & WOMAN OWNED BUSINESS ENTERPRISE AWARDS:

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			
1-9-03	3	\$313,443									
TOTAL	256	\$29,937,240	\$1,758,229	5.87	27	\$1,835,977	6.13	33	\$29,000	.010	2

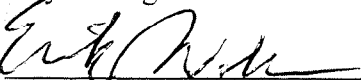


Janie B. Cantu, C.P.M., Director
Purchasing & General Services

Approved:



Travis M. Bishop, Assistant City Manager
City Managers Office



Terry M. Brechtel
City Manager

SECTION I
COUNCIL, JANUARY 9, 2003
SINGLE SOURCE BIDS

SECTION I: SINGLE SOURCE BIDS

The bids in this section are single source of supply contracts. The term of these contracts is indicated below.

	<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1.	Periodical Publications in Microfilm Format A715-03 Upon Award through 9-30-03		ProQuest Information and Learning Entire Bid Est. Amount \$27,213
2.	Microsoft Enterprise Licensing Agreement A813a-03 Upon Award through 12-31-03		SHI Government Solutions Entire Bid Est. Amount \$236,230.00

CITY OF SAN ANTONIO
BID TABULATION

ANNUAL CONTRACT FOR: PERIODICAL PUBLICATIONS IN MICROFILM FORMAT

ProQuest Information and Learning
300 North Zeeb Road
Ann Arbor, MI 48106-9866

PERIODICAL PUBLICATIONS IN MICROFILM FORMAT

NEWSPAPERS

ESTIMATED ANNUAL COST	\$12,285.00
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PERIODICALS

ESTIMATED ANNUAL COST	\$14,928.18
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ESTIMATED ANNUAL TOTAL	\$27,213.18
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TERMS	NET 30
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AR/alr
A715-03

CITY OF SAN ANTONIO
BID TABULATION

MICROSOFT ENTERPRISE LICENSING AGREEMENT

SHI - GS
1250 Capital of Texas Highway South
Suite I-350
Austin, Texas 78746

<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Extended Price</u>
Windows 2000 Server – Std Edition	90	\$ 717.00	\$64,530.00
Windows 2000 Server Advanced Edition	40	\$2,328.00	\$93,120.00
SQL Server Std Edition	28	\$ 645.00	\$18,060.00
Exchange Server Enterprise Edition	7	\$3,880.00	\$27,160.00
ISA Server Enterprise Edition	2	\$5,529.00	\$11,058.00
SMS Server	2	\$ 462.00	\$ 924.00
MSDN Universal	1	\$1,808.00	\$1,808.00
MOM Operations Mgr Base	100	\$127.00	\$12,700.00
MOM Application Mgmt Pack	30	\$229.00	\$6,870.00
Total			\$236,230.00

(Upon award by City Council through 12/31/03)

Terms

Net 30

ND/nd

A813a-03

SECTION II
COUNCIL, JANUARY 9, 2003
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.

	<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1.	Linen Supply and Service A340a Upon Award through 9-30-03		G & K Services Entire Bid Est. Amount \$50,000

City of San Antonio Bid Tabulation

Opened: October 8, 2002			
For: Annual Contract for Linen Supply and Service			
A340a-02 JM/dc		G & K Services	SA Laundry
		410 Probandt	6338 N. New Braunfels #285
		San Antonio, TX 78204	San Antonio, TX 78209
Item	Description		
	Linen Supply and Service		
1	Sheets (small) 72" x 108"		NAS
	Rental ea.	\$0.97	\$0.94
	Price total		
	Replacement ea.	\$7.50	\$6.72
	Price total		
	Inventory Fee ea.	50%	45%
2	Pillow Cases		
	Rental ea.	\$0.48	\$0.44
	Price total		
	Replacement ea.	\$4.25	\$3.98
	Price total		
	Inventory Fee	50%	45%
	Terms	Net 30	Net 30