

CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PURCHASING & GENERAL SERVICES DEPARTMENT

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;
Malcolm Matthews, Director of Parks & Recreation Department;
Michael Abington, Director of Alamodome;
File

SUBJECT: Annual Contract for Jacobsen Parts and Service

DATE: March 6, 2003

SUMMARY & RECOMMENDATION:

This ordinance authorizes the Purchasing & General Services Department to accept a bid from C & M Golf & Grounds to provide an annual contract for Jacobsen parts and service for the Alamodome and Parks & Recreation Departments. Staff recommends approval of this ordinance.

BACKGROUND INFORMATION:

The attached tabulation of one bid to provide the City of San Antonio Alamodome and Parks & Recreation Departments with an annual contract for Jacobsen parts and service is hereby submitted for council consideration and action. The low bid was submitted by C & M Golf & Grounds.

The contract will provide the City of San Antonio Parks & Recreation Department Golf Operations Division and the Alamodome Maintenance and Operations Division with parts for existing mowing equipment and service of Jacobsen equipment on an annual basis. This contract requires prospective bidders be factory-authorized dealers within Bexar County.

The City of San Antonio Purchasing Department advertises bids in the Daily Commercial Recorder, La Prensa, the San Antonio Observer and the San Antonio Express News. This office also advertises bids on Public Access Channel 21, the Purchasing Website and utilizes the services of Demandstar.com to notify registered vendors of City bids.

POLICY ANALYSIS:

This contract for Jacobsen parts and service will begin upon award by City Council and terminate September 30, 2004 with an option to extend for one additional one-year period based upon mutual consent of the City of San Antonio and the contractor.

FINANCIAL IMPACT:

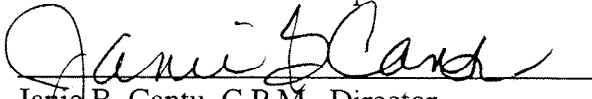
The estimated cost of the Jacobsen contract is \$70,000.00 annually. Funding will not be encumbered by this ordinance. All expenditures will be in accordance with the FY02-03 Budget approved by City Council.

COORDINATION

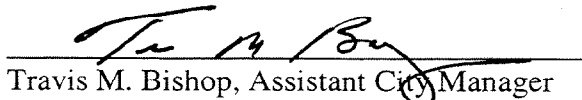
This ordinance has been coordinated with the City of San Antonio Alamodome and Parks & Recreation Departments.

SUPPLEMENTAL INFORMATION

This contract was developed utilizing the formal competitive bid process, therefore an Ethics Disclosure Form is not required.


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

Approved:


Travis M. Bishop, Assistant City Manager
City Manager's Office

City of San Antonio Bid Tabulation

Opened: January 10, 2003		C & M Golf & Grounds 13250 Lookout Rd. San Antonio, TX 78233
For: Annual Contract for Jacobsen Parts & Service		
A413a-03	AR/ dc	
Item	Description	
1	Jacobsen Parts & Service Percent of discount offered Product identification Type price schedule Price schedule number Date of price schedule Price schedule column on which discount is based Labor rate per hour Mileage charge per mile Parts available for pickup Terms	Net Jacobsen Manufacturer 2002-2003 2002-2003 List \$62.00 N/A 1-5 Days Net 30