

**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 2003-2004

DATE: April 10, 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, parts and services. This ordinance includes annual contracts for ESBCO Subscription, bottled water, self contained breathing apparatus, back support belts and Harrington valve repair parts on an annual contract basis 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 (1 contract)

SECTION II: The bids in this section are competitive low bids in which award is recommended to the lowest bidders. (4 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 2003-2004 fiscal year. All expenditures will be in accordance with the 2003-2004 budget to be approved by City Council. The total estimated amount for the contracts listed on this ordinance are approximately \$415,579.

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	MBE's			WBE's			AABE's		
			Amount	%	Goal: 11.7% Awards	Amount	%	Goal: 12.8% Awards	Amount	%	Goal: 1.7% Awards
3-20-03	6	\$103,673	\$53,915	52%	2	\$19,715	19.02%	1			
4-10-03	5	\$415,579									
TOTAL:	11	\$519,252	\$53,915	10.38%	2	\$19,715	3.80%	1			

Steven Morando

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

Approved:

Travis M. Bishop
Travis M. Bishop, Assistant City Manager
City Managers Office

Terry M. Brechtel
Terry M. Brechtel
City Manager