

CONSENT AGENDA
ITEM NO. **7**

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

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: May 8, 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 contracts for influenza vaccine, antivirus software & license for exchange server, Lombardini engine parts & service, Prentice grappler parts & service, Kubota tractor parts & service, and hand wipes on an annual 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. (2 contracts)
- SECTION II:** The bids in this section are competitive bids in which award is recommended to the lowest bidders. (3 contracts)
- SECTION III:** 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:

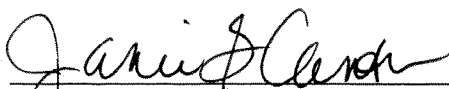
Funds are not expended by this ordinance. It is estimated that approximately \$20,000,000 will be spent on annual contracts in the 2003-2004 fiscal year. All expenditures will be in accordance with the 2003-2004 budget to be approved by City Council. The total estimated amount for the contracts listed on this ordinance are approximately \$270,202.

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.

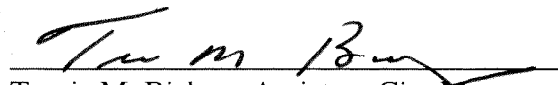
MINORITY & WOMAN OWNED BUSINESS ENTERPRISE AWARDS:

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	%	
3-20-03	6	\$103,673	\$53,915	52	2	\$19,715	19.02	1			
4-10-03	5	\$415,579									
4-24-03	7	\$202,607									
5-1-03	11	\$778,624	\$415,873	53.41	2	\$439,375	56.43	2	\$1,498	.192	1
5-8-03	6	\$270,202	\$25,000	9.25	1	\$24,000	8.88	2			
TOTAL:	35	\$1,770,685	\$494,788	27.94	5	\$483,090	27.28	5	\$1,498	.08	1



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, MAY 8, 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. Influenza Vaccine A827-04 3-11-03 through 2-29-04		Aventis Pasteur, Inc. Entire Bid Est. Amount \$158,200
2. Antivirus Software and License for Exchange Server A862-03 5-21-03 through 9-30-03		SHI-Government Solutions Entire Bid Est. Amount \$39,895

CITY OF SAN ANTONIO
BID TABULATION

ANNUAL CONTRACT FOR: INFLUENZA VACCINE

Aventis Pasteur, Inc.
P.O. Box 187
Swiftwater, PA 18370

Fluzone Influenza Vaccine, 5 ml, 10 Dose Vial

\$79.10 per vial

2,000 Vials - Estimated Annual Total

\$158,200.00

Contract Period: March 11, 2003 thru February 29, 2004

JH/dc
A827-04

CITY OF SAN ANTONIO
BID TABULATION

ANTIVIRUS SOFTWARE AND LICENSE FOR EXCHANGE SERVER

SHI-Government Solutions
1250 Capital of Texas Hwy South,
II-300
Austin, TX 78746

<u>Description</u>	<u>Quantity</u>	<u>Price</u>
Trend Micro Scanmail Exchange Suite	6000 Users	\$17,868.00
Trend Micro Premium Silver Support	16 Months	\$22,027.00
(License Period May 5, 2003-September 30, 2004)		

TOTAL: \$39,895.00

Terms Net 30

DS/ds
A-862-03

SECTION II
COUNCIL, MAY 8, 2003
COMPETITIVE LOW BIDS

SECTION II: COMPETITIVE LOW BIDS

The bids in this section are competitive bids in which award is recommended to the lowest bidders.

	<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1.	Lombardini Engine Parts & Service A262-04 10-01-03 through 9-30-04 with one-year option to extend	MBE	Huston Machine Shop Entire Bid Est. Amount \$25,000
2.	Prentice Grappler Parts & Service A725-04 10-1-03 through 9-30-04 with two one-year options to extend	WBE	Commercial Body Corp. Entire Bid Est. Amount \$12,000
3.	Kubota Tractor Parts & Service A746-04 10-1-03 through 9-30-04 with two one-year options to extend	WBE	Ewald Tractor Inc. Entire Bid Est. Amount \$12,000

City of San Antonio Bid Tabulation

Opened: February 28, 2003			
For: Annual Contract for Lombardini Engine Parts & Service			
A262-04		MKR/dc	Huston Machine Shop 1527 East Commerce St. San Antonio, TX 78205
Item	Description		
I	Lombardini Engine Parts Percent of discount offered Product identification Type price schedule Price schedule number Date of price schedule Price schedule column on which discount is based		10% Lombardini Dealer None 2002 List Dealer
II	Labor and Service Labor rate per hour Mileage charge per mile Parts available for pickup Terms		\$45.00 N/A 1-5 Days Net 30

CP: 09/30/2004 OPT: 1 YR.-2005

TERM: October 2003 - September 2004 with one (1) year extension.

CONTRACT AMOUNT: Estimated \$ 25,000.00 for one year, \$ 50,000.00 for two years.

END USERS: Fire Department.

SCOPE: Repairs and service for water pumps on trucks used to fight brush fires.

City of San Antonio Bid Tabulation

Opened: April 8, 2003		Commercial Body Corp. 142 Gembler Road San Antonio, TX 78219
For: Annual Contract for Prentice Grappler Parts & Service		
A725-04 MkR/dc		
Item	Description	
1	Prentice Grappler Parts Percent of discount offered Product identification Type price schedule Price schedule number Date of price schedule Price schedule column on which discount is based	Net Prentice User List N/A 4/1/2003 List
2	Labor and Service Labor rate per hour Mileage charge per mile Parts available for pickup Terms	\$60.00 \$1.25 5 Days Net 30

No Bid: Shur-Co. of Dallas/Ft. Worth

CP: 09/30/2004 OPT: 2-1 YR. EXTEN. EXPIRES 2006

TERM: October 2003 - September 2004, with two (2) one-year extensions.

CONTRACT AMOUNT: Estimated \$ 12,000.00 for one year, \$ 36,000.00 for three years.

END USERS: Fleet Operations.

SCOPE: Parts & Service for Prentice Grappler equipment used in brush collection.

City of San Antonio Bid Tabulation

Opened: April 8, 2003		Ewald Tractor Inc. 26575 IH 10 W. Boerne, TX 78006
For: Annual Contract for Kubota Tractor Parts & Service		
A746-04	MkR/dc	
Item	Description	
1	Kubota Tractor Parts Percent of discount offered Product identification Type price schedule Price schedule number Date of price schedule Price schedule column on which discount is based	Net Kubota List N/A N/A Sug. List
2	Labor and Service Labor rate per hour Mileage charge per mile Parts available for pickup Terms	\$58.00 \$0.65 10 Days Net 30

CP: 09/30/2004 OPT: 2-1 YR. EXTEN. EXPIRES 2006

TERM: October 2003 - September 2004 with two (2) one-year extensions.

CONTRACT AMOUNT: Estimated \$ 12,000.00 for one year, \$36,000.00 for three years.

END USERS: Parks & Recreation and Fleet Operations.

SCOPE: Parts & Service for Kubota tractors used for Grounds Maintenance.

SECTION III
COUNCIL, MAY 8, 2003
LOW QUALIFIED BIDS

SECTION III: 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.	Hand Wipes A235-04 10-1-03 through 9-30-04 with two one-year options to extend		Matera Paper Company Entire Bid Est. Amount \$23,107

City of San Antonio Bid Tabulation

Opened: March 21, 2003 For: Annual Contract for Hand Wipes				
A235-04 JM/dc			Matera Paper Company 835 North W.W. White San Antonio, TX 78219	Global Services Management 1821 Beltway Drive Overland, MO 63114
Item	Description	Estimated Annual Usage		
1	Hand Wipes, Hydro-Knit Material	120 cases		Incomplete
	Make		Kimberly Clark	Kimberly Clark
	Size		12.5" x 14.4"	12.5" x 14.4"
	Stock No. & Brand		34865	34865
	Quantity per Case		912	12 packs per case
	Price per Case		\$38.28	\$47.89
	Total Price		\$4,593.60	\$5,746.80
	Brand Name & Numbered Recycled		34865	Not given
	Post Consumer Material		0	Not given
2	Hand Wipes, Dispensing	534 cases		
	Make		Kimberly Clark	Kimberly Clark
	Size		12.5" x 13.4"	12.5" x 13.4"
	Stock No. & Brand		34955	B5015
	Quantity per Case		1 Roll	1 Roll
	Price per Case		\$34.67	\$24.29
	Total Price		\$18,513.78	\$12,970.86
	Brand Name & Numbered Recycled		34955	Not given
	Post Consumer Material		0	Not given
	Delivery		1 Day	Not given
	Total for Items 1 & 2		\$23,107.38	\$18,717.66
	Terms		1%-10th	2%-5
	Total estimated cost		\$23,107.38	