

CONSENT AGENDA
ITEM NO. 8

**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 29, 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 GIS mapping software & maintenance, W.H.O. brush grinder parts & service, pre-sort mail service & standard (A) flat mail service, and Daewoo forklift parts & service 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. (1 contract)

SECTION II: The bids in this section are competitive bids in which award is recommended to the lowest bidders. (3 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 \$203,809.

SUPPLEMENTAL COMMENTS:

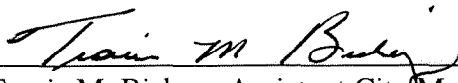
Several agencies including schools, municipalities, Bexar County, San Antonio Water System, and City Public Service have been included in some of the bids in a cooperative effort.

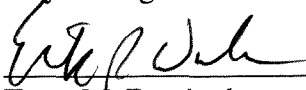
MINORITY & WOMAN OWNED BUSINESS ENTERPRISE AWARDS:

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									
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			
5-15-03	5	\$157,948	\$12,240	7.75	1						
5-22-03	4	\$175,000									
5-29-03	4	\$203,809	\$25,000	12.27	2	\$9,000	4.42	1			
TOTAL:	48	\$2,307,442	\$532,028	23.06	8	\$492,090	21.33	6	\$1,498	.0649	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 29, 2003
SINGLE SOURCE

SECTION I: SINGLE SOURCE

The bids in this section are single source of supply contracts.

	<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1.	GIS Mapping Software and Maintenance A859-04 Upon Award through 9-12-04		ESRI, Inc. Entire Bid Est. Amount \$153,809

CITY OF SAN ANTONIO
 BID TABULATION

ANNUAL CONTRACT FOR: GIS MAPPING SOFTWARE & MAINTENANCE

ESRI, Inc.
 380 New York Street
 Redlands, CA 92373

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
2	ArcInfo Floating Primary Maintenance	\$2,975.64	\$5,951.28
18	ArcInfo Floating, Secondary Maintenance	\$1,190.98	\$21,437.64
20	ArcPress for ArcGIS Maintenance	\$199.10	\$3,982.00
1	ArcIMS Standard Edition Server CPU Maintenance	\$1,500.00	\$1,500.00
1	ArcIMS Standard Edition Internet Dev. Add. CPU Maint.	\$1,000.00	\$1,000.00
1	ArcView 8.X Primary	\$549.37	\$549.37
20	ArcView 8.x Concurrent Use Primary License	\$695.04	\$13,900.80
2	ArcGIS .D Analyst Concurrent Use Primary Maintenance	\$495.94	\$991.88
18	ArcGIS 3D Analyst Concurrent Use Secondary Maintenance	\$199.10	\$3,583.80
1	ArcSDE Developer Support Group (DSG) maintenance for 1 Server and up to 2 CPUs Including 5 Read and Write Connects	\$2,852.34	\$2,852.34
2	ArcGIS Spatial Analyst Concurrent Use Primary Maintenance	\$495.94	\$991.88
18	ArcGIS Spatial Analyst Concurrent Use Secondary Maintenance	\$199.10	\$3,583.80

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
180	ArcView Concurrent Use Secondary Maintenance	\$495.94	\$89,269.20
1	MapObjects Windows Edition Developer Kit Maintenance	\$1,000.00	\$1,000.00
1	MapObjects Windows Edition Developer License	\$200.00	\$200.00

(Contract Period: Upon award by City Council through 09/12/2004)

Estimated Annual Total Cost	\$153,809.89
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Terms	Net 30
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LB/dc
A859-04

SECTION II
COUNCIL, MAY 29, 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.	W.H.O. Brush Grinder Parts & Service A317-04 10-1-03 through 9-30-04 with two one-year options to extend	WBE/ MBE	Texas Equipment Company Entire Bid Est. Amount \$9,000
2.	Pre-Sort Mail Service & Standard (A) Flat Mail Services A366-04 10-1-03 through 9-30-04 with two one-year options to extend	MBE	National Presort Services, Inc. Entire Bid Est. Amount \$16,000
3.	Daewoo Forklift Parts & Service A601-04 10-1-03 through 9-30-04 with one-year option to extend		Equipment Depot Entire Bid Est. Amount \$25,000

City of San Antonio Bid Tabulation

Opened: April 15, 2003		Texas Equipment Company 7490 FM 1560 San Antonio, TX 78254
For: Annual Contract for W.H.O. Brush Grinder Parts & Service		
A317-04 JM/dc		
Item	Description	
1	W.H.O. Brush Grinder 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 W.H.O. Mfg. Dealer List None 12/01/01994 Dealer List
2	Labor and Service Labor rate per hour Mileage charge per mile Up-charge for outside labor, cost plus Parts available for pickup	\$45.00 \$0.50 20% 1-14 Days
	Terms	Net 30

City of San Antonio Bid Tabulation

Opened: May 2, 2003		
For: Annual Contract for Pre-Sort Mail Service		
A366-04		MKR/dc
		National Presort Services, Inc. 4354 Industrial Center Ste. 100 San Antonio, TX 78217
Item	Description	
1	First Class Automated Letter -Mail	
	Bar-Coded Discount	
	1 oz	\$0.292
	2 oz	\$0.517
	3 oz	\$0.701
	Vendor's Fees	
	1 oz	\$0.015
	2 oz	\$0.015
	3 oz	\$0.015
	Guaranteed read rate	92%
2	Handsort	
	Vendor's Fee	\$0.006
3	First Class Non Automated Letter - Mail	
	Bar-Coded Discount	
	1 oz	\$0.352
	2 oz	\$0.577
	3 oz	\$0.761
	Vendor's Fees	
	1 oz	No Fee
	2 oz	No Fee
	3 oz	No Fee
4	Presort Flat Mail Under 13 oz	
	1 oz	\$0.377
	2 oz	\$0.547
	3 oz	\$0.731
	4 oz	\$0.956
	5 oz	\$1.181
	6 oz	\$1.406
	7 oz	\$1.631
	8 oz	\$1.886
	9 oz	\$2.111
	10 oz	\$2.336
	11 oz	\$2.561
	12 oz	\$2.786
	Vendor's Fees	
	1 oz	\$0.05
	2 oz	\$0.05
	3 oz	\$0.05
	4 oz	\$0.05
	5 oz	\$0.05
	6 oz	\$0.05
	7 oz	\$0.05
	8 oz	\$0.05
	9 oz	\$0.05
	10 oz	\$0.05
	11 oz	\$0.05
	12 oz	\$0.05
5	Presort Standard A Flat Mail Under 13 oz	
	1 oz	\$0.288
	2 oz	\$0.288
	3 oz	\$0.288
	4 oz	\$0.288
	5 oz	\$0.325
	6 oz	\$0.361
	7 oz	\$0.397
	8 oz	\$0.434
	9 oz	\$0.470
	10 oz	\$0.507
	11 oz	\$0.543
	12 oz	\$0.580

City of San Antonio Bid Tabulation

Opened: May 2, 2003		National Presort Services, Inc. 4354 Industrial Center Ste. 100 San Antonio, TX 78217
For: Annual Contract for Pre-Sort Mail Service		
A366-04	MKR/dc	
Item	Description	
	Vendor's Fees	
	1 oz	\$0.05
	2 oz	\$0.05
	3 oz	\$0.05
	4 oz	\$0.05
	5 oz	\$0.05
	6 oz	\$0.05
	7 oz	\$0.05
	8 oz	\$0.05
	9 oz	\$0.05
	10 oz	\$0.05
	11 oz	\$0.05
	12 oz	\$0.05
6	First Class Pre-Sort Letter-Mail, Bar	
	Coded Discount	
	1 oz	\$0.352
	2 oz	\$0.577
	3 oz	\$0.761
	Vendors Fees	
	1 oz	\$0.015
	2 oz	\$0.015
	3 oz	\$0.015
7	Automated Post-Card	
	Vendor's Rate	\$0.183
	Vendor's Fee	\$0.025
8	Non-Automated Post-Card	
	Vendor's Rate	\$0.212
	Vendor's Fee	\$0.025
	Terms	Net 30

City of San Antonio Bid Tabulation

Opened: May 9, 2003		Equipment Depot 3935 N. Pan Am Expressway San Antonio, TX 78219
For: Annual Contract for Daewoo Forklift Parts & Service		
A601-04	PR/dc	
Item	Description	
1	Daewoo Forklift 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% Daewoo Manufacturer N/A 04/24/03 List
2	Labor and Service Labor rate per hour Mileage charge per mile Parts available for pickup Terms	 \$60.00 N/A 10 Days Net 30