

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

**CONSENT AGENDA**  
**ITEM NO. 5**

**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:** October 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, parts and services. This ordinance includes contracts for Novelist subscription renewal; and spread spectrum radios.

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. (1 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:**

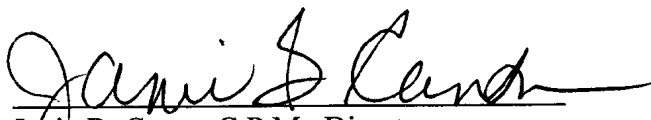
Funds are not expended by this ordinance. All expenditures will be in accordance with the 2003-2004 budget to be approved by City Council. The total estimated amount for the contracts listed on this ordinance are approximately \$111,860.

**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.

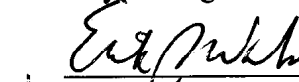
**MINORITY & WOMAN OWNED BUSINESS ENTERPRISE AWARDS:**

Council Date	Number of Contracts Awarded	Estimated Dollars Awarded	MBE's			WBE's			AABE's		
			Amount	%	Goal: 15% Awards	Amount	%	Goal: 10% Awards	Amount	%	Goal: 3% Awards
3-20-03	6	\$103,673	\$53,915	52.0	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			
6-5-03	4	\$326,300	\$25,000	7.66	1	\$25,000	7.66	1			
6-12-03	6	\$137,000									
6-26-03	48	\$3,606,507	\$129,292	3.55	6	\$173,276	4.80	6			
8-7-03	35	\$899,830	\$235,189	26.14	6	\$301,573	33.51	8			
8-14-03	11	\$1,031,800	\$76,000	7.37	2						
8-28-03	18	\$730,659	\$25,676	3.51	2						
9-4-03	4	\$106,641									
9-18-03	15	\$1,320,114				\$78,894	5.98	3			
9-25-03	8	\$313,515	\$19,620	6.26	2	\$6,000	1.91	1			
10-2-03	28	\$1,210,535	\$51,948	4.30	4	\$145,003	11.98	6	\$300	.0248	1
10-9-03	2	\$111,860									
<b>TOTAL:</b>	<b>227</b>	<b>\$12,102,203</b>	<b>\$1,094,753</b>	<b>9.05</b>	<b>31</b>	<b>\$1,221,836</b>	<b>10.10</b>	<b>31</b>	<b>\$1,798</b>	<b>.0149</b>	<b>2</b>

  
Jamie 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, OCTOBER 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. Novelist Subscription Renewal A875-04 Upon Award through 6-30-04 With three one-year options to extend		EBSCO Publishing Entire Bid Est Amount \$11,400

CITY OF SAN ANTONIO  
BID TABULATION

ANNUAL CONTRACT FOR: NOVELIST SUBSCRIPTION RENEWAL

EBSCO Publishing  
P.O. Box 562  
Ipswich, MA 01938

DESCRIPTION

ANNUAL COST

NoveList Database License Renewal

\$11,400.00

(July 1, 2003 – June 30, 2004)  
(3-1 year automatic renewals)

TOTAL

\$11,400.00

TERMS

NET 30

AW/arw  
A875-04

SECTION II  
COUNCIL, OCTOBER 9, 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.  
The terms of these contracts is indicated below.

<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1. Spread Spectrum Radios A899-03 Upon Award through 9-30-04 With one-year option to extend		Texas Highway Products LTD Entire Bid Est Amount \$100,460

# City of San Antonio Bid Tabulation

Opened: May 9, 2003

For: Annual Contract for Spread Spectrum Radios

A899-03

DS/dc

Item	Description	Qty	Texas Highway Product, LTD PO Box 928 Round Rock, TX 78680	Encom Wireless Data Solutions Inc. #7-640 42nd Ave NE Calgary, AB T2E7J9	Globe Electric Co., Inc. P.O. Box 710548 10902 Roard Rd. Houston, TX 77271
1	Unidirectional (Yagi) Antenna	80			
	Price each		\$151.00	\$190.00	\$69.46
	Price total		\$12,080.00	\$15,200.00	\$5,556.80
2	Omni-Directional Antenna	20			
	Price each		\$219.00	\$288.00	\$192.00
	Price total		\$4,380.00	\$5,760.00	\$3,840.00
3	Spread Spectrum Radio	100			
	Price each		\$840.00	\$935.00	\$1,149.00
	Price total		\$84,000.00	\$93,500.00	\$114,900.00
	Terms		Net 30	Net 30	Net 30
	Total Estimated Award		\$100,460.00	\$114,460.00	\$124,296.80