

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

CONSENT AGENDA

ITEM NO. 10

**TO:** Mayor and City Council

**FROM:** Janie B. Cantu, Director of Purchasing & General Services

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Erik J. Walsh, Assistant to the City Manager;  
Department Directors; File

**SUBJECT:** Annual Contracts for Fiscal Year 2003-2004

**DATE:** February 12, 2004

**SUMMARY & RECOMMENDATION:**

The attached tabulations of bids is hereby submitted for Council consideration and action. Annually at this time, bids are requested for various materials, parts and services. This ordinance includes Periodical publications in microfilm format and elevator maintenance for Riverwalk Facilities.

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 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 low responsive bids in which award is recommended to the lowest bidder. (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. All expenditures will be in accordance with the 2003-2004 budget approved by City Council. The combined total estimated amount for contracts listed on this ordinance is approximately \$34,983.

**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: 15%			WBE's Goal: 10%			AABE's Goal: 3%		
			MBE's		Awards			Awards			Awards
			Amount	%		Amount	%		Amount	%	
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									
10-16-03	4	\$473,127	\$66,000	13.95	1	\$2,300	.0486	1			
10-23-03	18	\$1,090,135	\$116,269	10.67	2	\$12,446	1.14	1			
11-13-03	5	\$142,930				\$19,530	13.66	1			
12-18-03	10	\$4,195,433	\$46,000	1.10	1						
01-08-04	12	\$1,328,443	\$143,275	10.79	2	\$249,047	18.75	1			
01-22-04	14	\$410,488	\$231,922	56.50	4	\$101,799	24.80	5	\$227,796	55.49	2
02-5-04	3	\$624,118									
02-12-04	2	\$34,983									
<b>TOTAL:</b>	<b>295</b>	<b>\$20,401,860</b>	<b>\$1,698,219</b>	<b>8.32</b>	<b>41</b>	<b>\$1,606,958</b>	<b>7.88</b>	<b>40</b>	<b>\$229,594</b>	<b>1.13</b>	<b>4</b>



Steve Morando, Assistant Director  
Purchasing & General Services

Approved:



Erik J. Walsh, Assistant to the City Manager  
City Manager's Office

SECTION I  
COUNCIL, FEBRUARY 12, 2004  
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. Periodical Publications in Microfilm Format A715-04 Upon Award through 9-30-04		Pro Quest Information and Learning Entire Bid Est Amount \$27,363

This contract will provide the City of San Antonio Library with periodicals, magazines and newspapers in microfilm format for use by patrons for research and leisure.

CITY OF SAN ANTONIO  
BID TABULATION

ANNUAL CONTRACT FOR: PERIODICAL PUBLICATIONS IN MICROFILM FORMAT

PRO QUEST INFORMATION AND LEARNING  
300 NORTH ZEEB ROAD  
ANN ARBOR, MI 48106-9866

PERIODICAL PUBLICATIONS IN MICROFILM FORMAT

NEWSPAPERS

ESTIMATED ANNUAL COST	\$13,266.75
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PERIODICALS

ESTIMATED ANNUAL COST	\$14,097.19
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ESTIMATED GRAND TOTAL	\$27,363.94
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TERMS	NET 30
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ARW/arw  
A715-04

SECTION II  
COUNCIL, FEBRUARY 12, 2004  
LOW RESPONSIVE BIDS

SECTION II: LOW RESPONSIVE BIDS

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

<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1. Elevator Maintenance for Riverwalk Facilities A969-04 Upon Award through 9-30-08		Omni Elevator Entire Bid Est Amount \$7,620 per year

This contract will provide the City of San Antonio Parks & Recreation Department with elevator maintenance and service for 5 elevators at the Riverwalk Facilities which are used by both City staff and citizens.

# City of San Antonio Bid Tabulation

Opened: 1/9/2004					
For: Elevator Maintenance for River Walk Facilities					
A969-04		MR/rm			
Item	Description	Omni Elevator	Automatic Elevator	EMR INC	ThyssenKrupp Elevator
		1730 E. Commerce San Antonio, TX 78203	7975 Ninth St. P.O. Box 533 Somerset, TX 78069	1035 S. Cedar Hill Rd. Cedar Hill, Texas 75104	1077 Central Pkwy. S., #300 San Antonio, TX 78232
1	Dover Passenger Elevator #ELBI-8491				
	Price per month	\$127.00	\$190.00	\$135.00	\$144.00
	Annual price	\$1,524.00	\$2,280.00	\$1,620.00	\$1,728.00
2	Dover Freight Elevator #ELBI-16258				
	Price per month	\$127.00	\$190.00	\$135.00	\$144.00
	Annual price	\$1,524.00	\$2,280.00	\$1,620.00	\$1,728.00
3	Otis Passenger Elevator #ELBI-16010				
	Price per month	\$127.00	\$190.00	\$135.00	\$144.00
	Annual price	\$1,524.00	\$2,280.00	\$1,620.00	\$1,728.00
4	Dover Passenger Elevator #ELBI-12580				
	Price per month	\$127.00	\$190.00	\$135.00	\$144.00
	Annual price	\$1,524.00	\$2,280.00	\$1,620.00	\$1,728.00
5	American Crescent Passenger Elevator #050017				
	Price per month	\$127.00	\$190.00	\$135.00	\$144.00
	Annual price	\$1,524.00	\$2,280.00	\$1,620.00	\$1,728.00
	Total Monthly Price	\$635.00	\$950.00	\$675.00	\$720.00
	Total Annual Price	\$7,620.00	\$11,400.00	\$8,100.00	\$8,640.00
	Terms	Net 30	Net 30	Net 30	Net 30
	<b>Estimated Annual Award</b>	<b>\$7,620.00</b>			