

**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: Erik J. Walsh, Assistant to the City Manager;
Melvin Tennant, Director of Convention & Visitors Bureau; File

SUBJECT: Convention Name Badges and Accessories

DATE: February 19, 2004

SUMMARY & RECOMMENDATION:

This ordinance authorizes the Purchasing & General Services Department to accept the low responsive bid submitted by Bray Manufacturing Inc. to provide convention name badges and accessories for the City of San Antonio Convention and Visitors Bureau. Staff recommends approval of this ordinance.

BACKGROUND INFORMATION:

The City of San Antonio Convention and Visitors Bureau schedules conventions throughout the year and provides name badges for attending participants. Approximately one-half of the convention groups will use the name badges, which are made of clear, twelve gauge vinyl and includes the Convention and Visitors Bureau two color imprinted logo. The silver elastic badge cords are approximately 25" long and perform as an additional accessory for the badge. Bids submitted by Advertising Concepts and Safety-Touch & Javithon Inc. failed to meet City specifications. The low responsive bid was submitted by Bray Manufacturing Inc.

The City of San Antonio Purchasing Department advertises bids in the Daily Commercial Recorder, La Prensa and the San Antonio Observer. This office also advertises bids on Public Access Channel 21, the Purchasing Website and utilizes the services of Demandstar.com to notify registered vendors of City bids.

POLICY ANALYSIS

This contract will provide the City of San Antonio Convention and Visitors Bureau with 135,000 name badges and 50,000 elastic badge cords to be utilized for various scheduled City conventions. Currently, 438 meetings are scheduled for calendar year 2004 and 142 meetings for calendar year 2005. The Convention and Visitors Bureau charges a 0.40-cent fee per badge for groups requiring name badges. This fee assists in the recovering cost of the name badges. The Convention and Visitors Bureau also participates in recycling the convention name badges when possible.

FINANCIAL IMPACT:

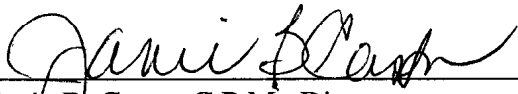
The total cost of this contract is \$27,970.00. Funding will be from the Miscellaneous Special Revenue Fund-Community and Visitor Facility Fund. All expenditures will be in accordance with the FY2003-2004 Budget approved by City Council.

COORDINATION:

This contract has been coordinated with the City of San Antonio Convention and Visitors Bureau.

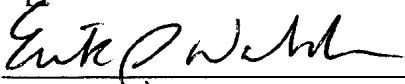
SUPPLEMENTAL INFORMATION:

This contract was developed utilizing the formal competitive bid process; therefore, an Ethics Disclosure Form is not required.



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

Approved:



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

City of San Antonio Bid Tabulation

Opened: December 19, 2003		Bray Manufacturing Inc.	Ad Pro Specialties, Inc.	Advertising Concepts	D'RYB International	Lamination Service, Inc.	Safety-Touch & Javithon, Inc.	Thompson Print Solutions	Workflow
For: Convention Name Badges And Accessories		P O Box 160	4226 Sunshadow	15200 Chalet	213 W Village Blvd #7	3081 Bartlett Corporate Drive	14148 NE 190th St.	5818 Rocky Point Drive	1909 Woodall Rodgers #100
04-013 AW/rm		Barnhart MO 63012	San Antonio TX 78217	San Antonio TX 78232	Laredo TX 78041	Bartlett TN 38133	Woodinville WA 98072	San Antonio TX 78249	Dallas TX 75201
Item	Description								
1	135,000 Each - Convention Name Badges			N A S			N A S		
	Price Per Box	\$18.20	\$40.80	\$17.10	\$32.7291	\$18.40	\$16.29	\$19.00	\$22.50
	Price Total	\$24,570.00	\$55,080.00	\$23,085.00	\$44,184.29	\$24,840.00	\$21,991.50	\$25,650.00	\$30,375.00
	No. per box 100	100	100	100	100	100	100	100	100
	Brand Name	Bray Manufacturing	Not Given	CIP	Aura	Comprehensive ID	Nobo, Inc.	Not Given	Tele-Dynamic
2	50,000 Each - Elastic Cords								
	Price Per Box	\$6.80	\$14.80	\$5.90	\$7.00	\$6.80	\$3.80	\$2.99	\$15.00
	Price Total	\$3,400.00	\$7,400.00	\$2,950.00	\$3,500.00	\$3,400.00	\$1,900.00	\$1,495.00	\$7,500.00
	No. per box 100	100	100	100	100	100	100	100	100
	Brand Name	Silver Elastic Cords	Not Given	CIP	Aura	Comprehensive ID	Nobo, Inc.	Not Given	Tele-Dynamic
	Terms	2%-10	1%-10	1%-10	Net 30	Net 30	1/2%-20	Net 30	2%-10
Total Awarded		\$27,970.00							