

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

**CONSENT AGENDA**

ITEM NO. 6

**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:** April 8, 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 Nextel telephones, portable chemical toilets and Brown mower parts & service.

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 low responsive bids in which award is recommended to the lowest bidder. (2 contracts)

**SECTION II:** The bids in this section are low responsive bids in which award is recommended to bidders other than the lowest bidders because the lowest bids failed to meet 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. 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 \$82,200.

**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									
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									
4-01-04	24	\$1,633,336	\$1,392,251	85.24	4	\$67,860	4.15	2	\$649	.0397	1
4-8-04	3	\$82,200	\$48,000	58.39	1				\$48,000	58.39	1
<b>TOTAL:</b>	<b>322</b>	<b>\$22,117,396</b>	<b>\$3,138,470</b>	<b>14.19</b>	<b>46</b>	<b>\$1,674,818</b>	<b>7.57</b>	<b>42</b>	<b>\$278,243</b>	<b>1.26</b>	<b>6</b>

*for Steven Morano*  
Janie Cantu, C.P.M., Director  
Purchasing & General Services

Approved:

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

*Terry M. Brechtel*  
Terry M. Brechtel  
City Manager

SECTION I  
COUNCIL, APRIL 8, 2004  
LOW RESPONSIVE BIDS

SECTION I: 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. Portable Chemical Toilets<br>A205-04<br>Upon Award through 9-30-05<br>With two one-year options to extend | MBE/<br>AABE | High Sierra Toilet Co., Inc.<br>Entire Bid<br>Est Amount \$48,000 |

This contract will provide the City of San Antonio with a contractor to furnish portable chemical toilets and A.D.A. compliant units including the necessary sanitation services.

- |  |  |   |
|--|--|---|
| 2. Nextel Telephones Service & Equipment<br>A915<br>Upon Award through 11-26-04<br>With three one-year options to extend |  | Nextel Communications<br>Entire Bid<br>Est Amount \$9,200 |
|--|--|---|

This contract will provide the City of San Antonio Police Department with Nextel radios and service for secure communications among Police Department personnel.

# City of San Antonio Bid Tabulation

Opened: March 19, 2004			High Sierra Toilet Co., Inc. 7 Mossrock Dr.  New Braunfels, TX 78130
For: Annual Contract for Portable Chemical Toilets			
A205-04		JH	
Item	Description	Estimated Quantities	
I	Minimum charge for one day		
	Portable Chemical Toilet	348	
	Price each		\$79.50
	Total price		\$27,666.00
	A.D.A. Compliant Unit	12	
	Price each		\$99.50
	Total price		\$1,194.00
	Charge for each additional day		
	Portable Chemical Toilet	5	
	Price each		\$2.00
	Total price		\$10.00
	A.D.A. Compliant Unit	5	
Price each		\$2.00	
Total price		\$10.00	
II	Minimum charge for one week		
	Portable Chemical Toilet	112	
	Price each		\$79.50
	Total price		\$8,904.00
	A.D.A. Compliant Unit	2	
	Price each		\$79.50
	Total price		\$159.00
	Charge for each additional day		
	Portable Chemical Toilet	5	
	Price each		\$2.00
	Total price		\$10.00
	A.D.A. Compliant Unit	5	
Price each		\$2.00	
Total price		\$10.00	
III	Charge per month		
	Portable Chemical Toilet	171	
	Price each		\$50.00
	Total price		\$8,550.00
	A.D.A. Compliant Unit	2	
	Price each		\$99.50
Total price		\$199.00	
IV	Charge per location change		
	Portable Chemical Toilet	5	
	Price each		\$25.00
	Total price		\$125.00
	A.D.A. Compliant Unit	5	
	Price each		\$25.00
Total price		\$125.00	
V	Charge for sanitation services during special events		
	once a day		
	Portable Chemical Toilet	5	
	Price each		\$7.50
	Total price		\$37.50
	A.D.A. Compliant Unit	5	
Price each		\$7.50	
Total price		\$37.50	
VI	Charge for sanitation services during special events		
	twice a day		
	Portable Chemical Toilet	16	
	Price each		\$15.00
	Total price		\$240.00
	A.D.A. Compliant Unit	5	
Price each		\$15.00	
Total price		\$75.00	

# City of San Antonio Bid Tabulation

Opened: March 19, 2004			High Sierra Toilet Co., Inc. 7 Mossrock Dr.
For: Annual Contract for Portable Chemical Toilets			
A205-04		JH	
Item	Description	Estimated Quantities	New Braunfels, TX 78130
VII	Charge for twice weekly sanitation service during the entire contract period		
	Portable Chemical Toilet	2	
	Price each		\$7.50
	Total price		\$15.00
	A.D.A. Compliant Unit	5	
	Price each		\$7.50
	Total price		\$37.50
	Charge per month		
	Portable Chemical Toilet	5	
	Price each		\$30.00
	Total price		\$150.00
	A.D.A. Compliant Unit	2	
	Price each		\$30.00
	Total price		\$60.00
	Sub total for items I thru VII		\$47,614.50
	Terms		Net 30
	Total Estimated Award		\$47,614.50

CITY OF SAN ANTONIO  
BID TABULATION

ANNUAL CONTRACT FOR: NEXTEL TELEPHONES SERVICE AND EQUIPMENT (GSA)

Nextel Communications  
814 Arion Parkway  
Suite 210  
San Antonio, TX 78216

Description

Discount

Handsets	39% off retail price
Direct Connect and cellular monthly access plans	18% off retail price
Accessories	20% off retail price

GSA CONTRACT GS-07-T03BGD0003  
(November 26, 2002 – November 26, 2004 with (3) one year options to extend)

Terms

Net 30

A915-04  
LB/clb

SECTION II  
COUNCIL, APRIL 1, 2004  
LOW RESPONSIVE BIDS

SECTION II: LOW RESPONSIVE BIDS

The bids in this section are low responsive bids in which award is recommended to bidders other than the lowest bidders because the lowest bids failed to meet City's specifications.

<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1. Brown Mower Parts & Service A979-04 Upon Award through 9-30-04 With one year option to extend		Alamo Ag-Con Equipment Entire Bid Est Amount \$25,000

This contract will provide the City of San Antonio Public Works Department with parts and service for Brown mowers to be utilized for vegetation control.

## City of San Antonio Bid Tabulation

Opened: March 2, 2004			
For: Annual Contract for Brown Mower Parts & Service		Alamo Ag-Con Equipment	Tractor City
A979-04 PR		2940 S.E. Loop 410	1822 Bensdale
		San Antonio TX 78222	Pleasanton TX 78064
ITEM	Description		
1	Brown Mower Parts Percent of discount offered Pricer per box Product identification Type price schedule Date of price schedule Price schedule column		NAS
		Net Brown Dealer 01/01/04 List	Net Brown Dealer 01/01/04 List
2	Labor rate per hour Mileage charge per mile  Terms	\$68.00 \$1.50  Net 30	\$50.00 \$1.00  Net 30