

**CITY OF SAN ANTONIO
PURCHASING & GENERAL SERVICES DEPARTMENT
CITY COUNCIL AGENDA MEMORANDUM**

CONSENT AGENDA
9
ITEM NO. _____

TO: Mayor and City Council

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

SUBJECT: Concept Van

DATE: December 9, 2004

SUMMARY & RECOMMENDATION

This ordinance authorizes the Purchasing & General Services Department to accept the low responsive bid submitted by Custom Sales & Service, Inc, a WBE, to provide the City of San Antonio Community Initiatives Department with one four door extended cab concept van configured with a heated/refrigerated body to be utilized in conjunction with the Comprehensive Nutrition Program for a total of \$37,000.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

An invitation for bid was issued to purchase a concept van for the City of San Antonio Community Initiatives Department. A total of eight bids were received. Westway Ford withdrew their bids. The low responsive bid was received from Custom Sales & Service, Inc., a WBE, for a total of \$37,000. This bid was advertised in the Daily Commercial Recorder, La Prensa, San Antonio Observer, the City of San Antonio Purchasing Website, Public Access Channel 21 and Demandstar.com.

Currently, the City owns two smaller vans utilized for distribution of approximately 1,785 meals weekly from 15 central sites. This unit would help facilitate project expansion of 8 new sites and distribution of approximately 1,350 additional meals per week. The four door extended cab option is being recommended in order to provide additional cab space for such items as condiments, ice chests, etc., as well as additional staff to assist with deliveries.

This contract will provide the Community Initiatives Department with one concept van with a heated/refrigerated body. This van is an additional unit to the City's fleet and is on a ten-year replacement cycle and will be added to the Equipment Renewal and Replacement Fund once placed in service. This contract provides a one year warranty on parts and service. The contract allows for additional purchases through the production of 2005 models should funds become available.

POLICY ANALYSIS

The Comprehensive Nutrition Program was established in 1973 and offers a wide variety of services designed to promote nutritional support, active civic involvement and the overall health of its senior participants. This vehicle will be used to provide senior citizens within San Antonio and Bexar County with a nutritionally balanced noontime meal in either a congregate setting or through homebound delivery service.

FISCAL IMPACT

The total cost of this contract is \$37,000.00. Funding will be from the Grants in Aid Trust Fund. All expenditures will be in accordance with the FY2004-2005 Budget approved by City Council.

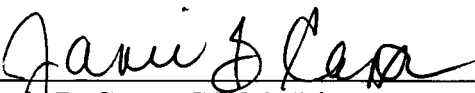
COORDINATION

This item has been coordinated with the City of San Antonio Community Initiatives Department.

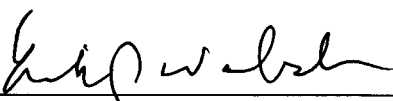
SUPPLEMENTAL INFORMATION

The City of San Antonio Purchasing Department advertises bids in the Daily Commercial Recorder, La Prensa, The San Antonio Observer, and the San Antonio Express-News. 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.


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



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



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



J. Rolando Bono
Interim City Manager

City of San Antonio Bid Tabulation

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