

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

CONSENT AGENDA  
ITEM NO. 13

**TO:** Mayor and City Council

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

**SUBJECT:** Annual Contracts for Fiscal Year 2004-2005

**DATE:** December 16, 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 contracts for violation notice forms and Avaya telephone parts and 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.

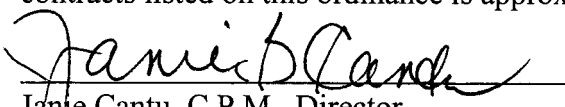
**SECTION I:** The bids in this section are low responsive bids in which award is recommended to the lowest bidder. ( 2 contracts)

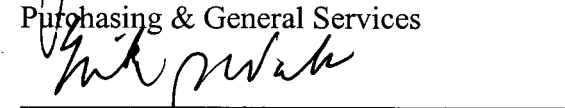
**POLICY ANALYSIS**

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 FY 2004-2005 budget approved by City Council. The combined total estimated amount for contracts listed on this ordinance is approximately \$2,799,304.

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

  
Erik J. Walsh  
Assistant to the City Manager

SECTION I  
COUNCIL, DECEMBER 16, 2004  
LOW BIDS

SECTION I: LOW BIDS

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<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1. Avaya Communications Telephone System Parts and Service A421-05 1-1-05 through 12-31-06 with one year option to extend  This contract will provide the City of San Antonio Information Technology Services Department with telephone systems, maintenance services, parts and professional service that integrate with our current systems and operations.		Avaya, Inc. Utilizing the Texas Department of Information Resources "GoDirect" Program Contract No. DIR-VPC-03-008 Entire Bid Est Amount \$1,378,648 annually \$2,757,296 for 2 years
2. Violation Notice Forms A1004-05 Upon Award through 9-30-05 With two one year options to extend  This contract will provide the City of San Antonio Municipal Courts Department with printing services for the publication of various violation notice forms.	WBE	Martin Business Services, Inc. Entire Bid Est Amount \$42,008 annually

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### City of San Antonio Bid Tabulation

Opened: November 19, 2004						
For: Annual Contract for Violation Notice Forms						
A1004-05		TC	Martin Business Services, Inc. 142 W. Rhapsody #5 San Antonio, TX 78216	Cenveo-Clarke 5101 S. Zarzamora San Antonio, TX 78211	Impressive Printing, Inc. 8060 Vantage Drive San Antonio, TX 78230	MPE Business Forms, Inc. 1120 East Oak Street Dekalb, IL 60115
Item	Description	Estimated Quantities				
1	Traffic Violation Notice Form, 4-Part Book	14,400				
	Price per Book		\$2.11	\$1.76	\$2.16	\$1.68
	Total Price		\$30,384.00	\$25,344.00	\$31,104.00	\$24,192.00
	Delivery		48 Days	21 Days	21 Days	21 Days
2	Parking Violation Notice Form, 3-Part Book	6,675				
	Price per Book		\$1.18	\$1.90	\$1.65	\$2.00
	Total Price		\$7,876.50	\$12,682.50	\$11,013.75	\$13,350.00
	Delivery		35 Days	21 Days	21 Days	21 Days
3	Misdemeanor Violation Form, 3-Part Book	2,400				
	Price per Book		\$1.32	\$2.00	\$1.35	\$3.95
	Total Price		\$3,168.00	\$4,800.00	\$3,240.00	\$9,480.00
	Delivery		26 Days	21 Days	21 Days	21 Days
4	Ground Transportation Violation Form, 4-Part Book	40				
	Price per Book		\$14.50	\$27.95	\$15.12	\$27.83
	Total Price		\$580.00	\$1,118.00	\$604.80	\$1,113.20
	Delivery		30 Days	21 Days	21 Days	21 Days
	Estimated Annual Total		\$42,008.50	\$43,944.50	\$45,962.55	\$48,135.20
	Terms		Net 30	Net 30	Net 30	2% - 20
<b>Estimated Total Award</b>			<b>\$42,008.50</b>			

CITY OF SAN ANTONIO  
BID TABULATION

MLWN

ANNUAL CONTRACT FOR: AVAYA COMMUNICATIONS TELEPHONE SYSTEM PARTS & SERVICE

Avaya Inc.  
3606 John Simpson  
Austin, Texas 78732

<u>DESCRIPTION</u>	<u>QTY</u>	<u>MONTHLY</u>	<u>Extended Total</u>
Maintenance Service for Small Systems	182	\$12,120.00	\$145,444.00
Maintenance Service for Large Systems	37	\$52,767.00	\$633,204.00
System upgrades and expansions, additional software upgrades, training, inventory and non-warranty maintenance.			\$400,000.00
Misc. (Non-Warranty Maintenance, System Support)			\$110,000.00
Training (5 remote sessions, 10 Local Sessions)			\$30,000.00
Large System Firmware and Software Upgrades			\$60,000.00
<u>Grand Total Annually</u>			\$1,378,648.00
Terms			Net 30
<u>Estimated Contract Total</u>			\$2,757,296.00

DS/

A421-05

Contract Period (January 1, 2005 through December 31, 2006) With (1) One Year Option to Extend.