

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

**CONSENT AGENDA**  
**ITEM NO. 5**

**TO:** Sheryl Sculley, City Manager

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

**SUBJECT:** Annual Contracts for Fiscal Year 2005-2006

**DATE:** February 16, 2006

**SUMMARY & RECOMMENDATION**

The attached tabulation 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 audiobooks; HVAC maintenance at downtown buildings; and speaker microphones.

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 a single source of supply bids. (1 contract)

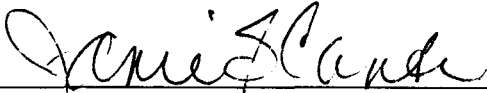
**SECTION II:** The bids in this section are low responsive bids in which award is recommended to the lowest bidder. (2 contracts)

**POLICY ANALYSIS**

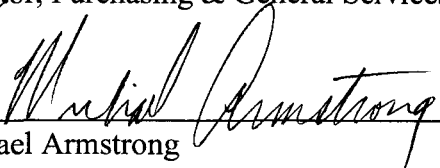
Annual contracts are an efficient method of securing the best prices through volume purchasing and by reducing large amounts of work related to the bid process. This group of contracts represents a portion of approximately 250 annual contracts that will be brought before City Council throughout the remainder of the fiscal year.

**FINANCIAL IMPACT**

Funds are not expended by this ordinance. All expenditures will be in accordance with the FY 2005-2006 budget approved by City Council. The combined total estimated amount for contracts listed on this ordinance is approximately \$154,635.

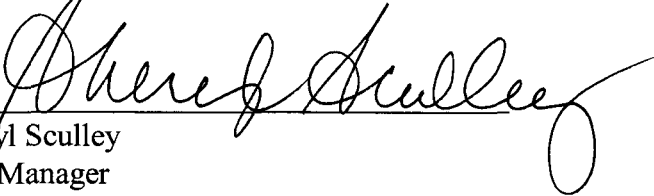


Janje B. Cantu, C.P.M.  
Director, Purchasing & General Services



Michael Armstrong  
Assistant City Manager/Chief Information Officer

Approved for Council Consideration:



Sheryl Sculley  
City Manager

# City of San Antonio

## Contract Summary Sheet

Date 2-16-06

Agenda Item:

**Name/Title (Caption as shown on agenda):**

An ordinance accepting the bids of various companies to provide the City with various types of commodities and services on an annual contract basis for fiscal year 2005-2006 for an estimated combined annual cost of \$154,635.00 including: audiobooks; HVAC maintenance at downtown buildings; and speaker microphones.

[Presented by Janie B. Cantu, Director, Purchasing & General Services; Michael Armstrong, Assistant City Manager/Chief Information Officer]

**Description of Item(s) and Use:**

This contract will provide abridged and unabridged spoken word compact discs and audiocassettes for the San Antonio Public Library and library branches. All spoken word audio books are recorded on compact discs and audiocassettes. Audio books will be available for use by the library patrons for recreational listening and reading.

**Estimated Total** \$24,000 annually

Bid Number and Title	A1045-06-AW Recorded Audio Books
Contract Period	Upon Award through 9-30-06
Method of Procurement	Single Source
Price Trend	No increase in Unit Cost, however a 30% increase in total cost due to opening of new library branches and increase demand from the public.

**Contract Info:**           Formal   X   Annual/Service      Support/Maintenance      Lease

**Contractor(s):** BBC Audiobooks America, One Lafayette Rd., P O Box 1450, Hampton, NH 03843-1450 – Entire Bid

**Previous Related Council Action(s):**

Date:	
Agenda Item #:	
Action:	
Date	
Agenda Item	
Action	
Date:	
Agenda Item #:	
Action:	

**Anticipated Future Requirements and Actions:**

**Comments:**

Using      Library  
Department:

# City of San Antonio

## Contract Summary Sheet

Date 2-16-06

Agenda Item:

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[Presented by Janie B. Cantu, Director, Purchasing & General Services; Michael Armstrong, Assistant City Manager/Chief Information Officer]

**Description of Item(s) and Use:**

This contract will provide Asset Management with preventative maintenance on HVAC systems at 4 downtown locations - City Hall; Municipal Plaza; Plaza de Armas; and City Hall Annex.

**Estimated Total** \$51,880 annually

Bid Number and Title	A289-06-MR HVAC Maintenance at Downtown Buildings
Contract Period	Upon Award through 1-31-07 with two one-year options to extend
Method of Procurement	Competitively Bid
Price Trend	14.16% Increase due to equipment and other price increases

**Contract Info:**           Formal   X   Annual      Support/Maintenance      Lease

**Contractor(s):** Air Jireh Service, 5122 Leon Hardt, San Antonio, Texas – Entire Bid

**Previous Related Council Action(s):**

Date:	
Agenda Item #:	
Action:	
Date:	
Agenda Item	
Action	
Date:	
Agenda Item #:	
Action:	

**Anticipated Future Requirements and Actions:**

**Comments:**

Labor rates and fuel costs have driven up the cost of this service.

Using **Asset Management**  
Department:

# City of San Antonio

## Contract Summary Sheet

Date 2-16-06

Agenda Item:

**Name/Title (Caption as shown on agenda):**

An ordinance accepting the bids of various companies to provide the City with various types of commodities and services on an annual contract basis for fiscal year 2005-2006 for an estimated combined annual cost of \$154,635.00 including: audiobooks; HVAC maintenance at downtown buildings; and speaker microphones.  
[Presented by Janie B. Cantu, Director, Purchasing & General Services; Michael Armstrong, Assistant City Manager/Chief Information Officer]

**Description of Item(s) and Use:**

This contract will provide Fire and Police with lapel speaker microphones.

**Estimated Total** \$78,755 annually

Bid Number and Title	A1093-06-DS Speaker Microphones
Contract Period	Upon Award through 12-31-06 with two one year options to extend
Method of Procurement	Competitively Bid
Price Trend	New Contract no data available

**Contract Info:**         Formal   X   Annual    Support/Maintenance    Lease

**Contractor(s):** Stone Mountain, LTD, 1597 Eagle Point Rd., Huddleston, VA 24104 – Entire Bid

**Previous Related Council Action(s):** None

Date:	
Agenda Item #:	
Action:	
Date:	
Agenda Item	
Action	
Date:	
Agenda Item #:	
Action:	

**Anticipated Future Requirements and Actions:** None

**Comments:** None

**Using** Fire and Police Departments  
**Department:**

SECTION I  
COUNCIL, FEBRUARY 16, 2006  
SINGLE SOURCE BIDS

SECTION I: SINGLE SOURCE BIDS

The bids in this section are a single source of supply bids.

<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1. AudioBooks A1045-06-AW Upon Award through 9-30-06		BBC Audiobooks America Entire Bid Est Amount \$24,000 annually

This contract will provide the City of San Antonio Library Department and Library branches with abridged and unabridged spoken word compact discs and audio cassettes.

CITY OF SAN ANTONIO  
BID TABULATION

AUDIOBOOKS

BBC Audiobooks America  
One Lafayette Road  
PO Box 1450  
Hampton, NH 03843-1450

DESCRIPTION

AUDIOBOOKS

ESTIMATED QUANTITY	1,500
ESTIMATED ANNUAL PRICE TOTAL	\$24,000.00
CONTRACT PERIOD	Upon Award thru September 30, 2006
DISCOUNT	25%
TERMS	Net 30

CONTRACT PERIOD – UPON AWARD THROUGH SEPTEMBER 30, 2006

DEPT. – LIBRARY

EST. COST - \$24,000.00

A1045-06-AW

AW/arw

This contract will provide abridged and unabridged spoken word compact discs and audiocassettes for the San Antonio Public Library and library branches. All spoken word audio books are recorded on compact discs and audiocassettes. Audio books will be available for use by library patrons for recreational listening and reading. Unabridged audio books will contain the entire content of the printed book. BBC Audiobooks America has exclusive rights with authors whose works they record. The cost for various products range from \$10 to \$130 for a single unit. This contract includes free shipping and handling.

SECTION II  
COUNCIL, FEBRUARY 16, 2006  
LOW BIDS

SECTION II:    LOW BIDS

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

<u>COMMODITY</u>	<u>MBE</u>	<u>VENDOR</u>
1. HVAC Maintenance at Downtown Buildings A289-06-MR Upon Award through 1-31-07 With two one year options to extend	MBE	Air Jireh Service Entire Bid Est Amount \$51,880 annually

This contract will provide the City of San Antonio Asset Management Department with preventative maintenance on HVAC systems at 4 downtown buildings, City Hall, Municipal Plaza, Plaza De Armas and City Hall Annex

2. Speaker Microphones A1093-06-DS Upon Award through 12-31-06 With two one year options to extend		Stone Mountain, LTD Entire Bid Est Amount \$78,755 annually
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This contract will provide the City of San Antonio Fire and Police with lapel speaker microphones which will be attached to the employee's uniform. These units will provide monitoring and communications by radio.



**City of San Antonio Bid Tabulation**

Opened: October 25, 2005			MSSN	MLWN	MLWN
For: Annual Contract for HVAC Maintenance at Downtown Buildings			Air Jireh Service	Siemens Building Technologies	Tezel & Cotter
A0289-06-MR			5122 Leon Hardt	12001 Network Blvd. #318	2730 Castroville Rd.
			San Antonio, TX 78233	San Antonio, TX 78249	San Antonio, TX 78237
Item	Description	QTY			
<b>A</b>	<b>Service Locations</b>				
1	City Hall	12 Months	\$500.00	\$727.00	\$656.00
	Sub Total		\$6,000.00	\$8,724.00	\$7,872.00
2	Municipal Plaza Building	12 Months	\$1,800.00	\$1,876.00	\$2,059.00
	Sub Total		\$21,600.00	\$22,512.00	\$24,708.00
3	Plaza De Armas	12 Months	\$590.00	\$1,806.00	\$646.00
	Sub Total		\$7,080.00	\$21,672.00	\$7,752.00
4	City Hall Annex	12 Months	\$700.00	\$778.00	\$678.00
	Sub Total		\$8,400.00	\$9,336.00	\$8,136.00
	<b>A: Service Locations Total</b>		<b>\$43,080.00</b>	<b>\$62,244.00</b>	<b>\$48,468.00</b>
<b>B</b>	<b>Emergency Repair Labor</b>				
1	Prime Time (8AM - 7PM / Mon - Sat)	100 Hours	\$60.00	\$68.00	\$74.00
	Sub Total		\$6,000.00	\$6,800.00	\$7,400.00
2	After Hours (7PM - 8AM / Mon - Sat)	20 Hours	\$80.00	\$102.00	\$102.00
	Sub Total		\$1,600.00	\$2,040.00	\$2,040.00
3	Sunday & Holiday Hours (All Hours)	10 Hours	\$120.00	\$136.00	\$136.00
	Sub Total		\$1,200.00	\$1,360.00	\$1,360.00
	<b>B: Repair Labor Total</b>		<b>\$8,800.00</b>	<b>\$10,200.00</b>	<b>\$10,800.00</b>
	<b>Totals for A &amp; B</b>		<b>\$51,880.00</b>	<b>\$72,444.00</b>	<b>\$59,268.00</b>
	Terms		1% 10 Days	Net 30	Net 30
	<b>Estimated Annual Award</b>		<b>\$51,880.00</b>		

**TERMS:** Upon award until January 31, 2007 with 2 - 1 year extensions

**CONTRACT AMOUNT:** \$52k per year, \$156k with extensions

# City of San Antonio Bid Tabulation

Opened: January 27, 2006						
For: Annual Contract for Speaker Microphones						
A1093-06-DS				MSWN	MLBN	FSWN
				Stone Mountain, LTD 1597 Eagle Point Road Huddleston, VA 24104	International Business Systems 7148 Oaklawn Drive San Antonio, TX 78229	Industrail Communications, 1019 E. Euclid San Antonio, TX 78219
Item	Description	Estimated Qty				
1	Sword Speaker Microphones Mfu. P/N # SJS06LAX-XP11	300	EA.	\$242.25 \$72,675.00	\$277.56 \$83,268.00	No Bid
2	Cable Adapter, FireCom Interface Mfu. P/N # AXXH6N52	80	EA.	\$76.00 \$6,080.00	\$81.00 \$6,480.00	No Bid
	Delivery			60 days	21 days	
	Terms			Net 30	1% 10 days	Net 30
Total Estimated Award				\$78,755.00		

Contract Period: upon award through 12/31/2006 (2) One Year Options to Extend  
Expires 2008

Contract Amount: Estimated \$78,755.00 for the term of contract

End Users: San Antonio Fire and Police Department

Scope: This contract will provide lapel speaker microphones for San Antonio Fire and Police Departments.

Note: Item 1 & 2 where clarified with the vendor 01/28/06.

Vendor accepts the terms of the bid and withdraws his exception concerning the pricing schedule.

Item # 2 was not in this evaluation.