



City of San Antonio Certificate of Exemption

Finance

Please fill this form out online, attach any required support documents, and forward your request to next approval authority.

FY210078

Certificate of Exemption

Originating Department: Aviation Department

Request Date: 01/19/2021

Exemption Requested/Taken

The City is authorized under limited conditions to make procurements outside of the competitive solicitation process. Chapter 252 of the Local Government Code provides guidance regarding sixteen general exemptions from the competitive solicitation. Departments must submit vendor(s) quotations for any selection below. Please select one exemption:

- | | |
|--|---|
| <input type="checkbox"/> A procurement made because of a public calamity that requires funds to relieve the needs of the residents or to preserve city property (Note: Department must notify the Purchasing Division immediately regarding such an event) | <input type="checkbox"/> Paving, drainage, street widening and other public improvements or related matter where at least one-third of the costs are paid by special assessments |
| <input type="checkbox"/> A procurement to preserve or protect the public health or safety of the city's residents (Note: Department must notify the Purchasing Division immediately regarding such an event) | <input type="checkbox"/> A public improvement project which has been authorized but for which there is deficiency of funds to complete in accordance with the plans as authorized |
| <input type="checkbox"/> A procurement necessary because of unforeseen damage to machinery, equipment or other property (Note: Department must notify the Purchasing Division immediately regarding such an event) | <input type="checkbox"/> A payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchap. C, Ch 212. |
| <input type="checkbox"/> A procurement for personal, professional or planning services | <input type="checkbox"/> Personal property sold |
| <input type="checkbox"/> A procurement for work that is performed and paid for by the day as the work progresses | <input type="checkbox"/> Services performed by blind or severely disabled persons |
| <input type="checkbox"/> A purchase of land or right-of-way | <input type="checkbox"/> Goods purchased by a municipality for subsequent retail sale by the municipality |
| <input checked="" type="checkbox"/> A procurement of items available from only one source | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> A purchase of rare books, papers and other materials for a public library | <input type="checkbox"/> Advertising, other than legal notices |

***Is this an "Emergency" purchase request that exceeds \$50,000 in value and would require City Council ratification?** Yes No

***Sourcing Accounting Details** Insert Shopping Cart (SC) or Purchase Requisition (PR) # Insert Annual Contract #

Enter: Shopping Cart (SC) # / Purchase Requisition (PR) #: 2000658064
(enter "NA" if unavailable)

OR

Explanation (justification) why Shopping Cart # or Purchase Requisition # is unavailable




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Sole Source Justification Notice

You have indicated that this Certificate of Exemption is being requested for a purchase that is categorized as a "Sole Source" procurement. Justification for such a purchase **MUST be provided in the following section of the form, where the justification for sole source purchase can be documented and submitted as part of this Certificate of Exemption request.** Provide any vendor-provided documents used in justifying the sole source aspects of this purchase, attaching any correspondence(s) related to establishing that justification.

Click on the paperclip icon  located in the left margin of this form to make any required attachment.

Sole Source Justification Details

*Name of Item: Fee Computer ZEAG

*Manufacturer: HUB Parking *Model Number: FCZG1

*Source Count: Available from only one source Available from more than one source

*Name of Source: HUB Parking Technology

*Brief description of where or how the item(s) will be used:

The nine (9) ZEAG cash handling stations will be installed as components of the existing HUB Parking Revenue Control System (PRCS) at each of the nine Aviation Parking "Exit Control Booths". Cash handling stations enable point-of-sale for customers to pay for parking fees, including by credit card, upon exit from the Airport. Existing cash handling stations are end-of-life, and are required to be replaced with these new hardware versions which will also ensure PCI compliance.

*Describe the performance functions proprietary to the item(s) requested and why they are necessary to accomplish the project:

ZEAG Cash Handling stations are manufactured and distributed only by HUB Parking. These items are proprietary items to HUB Parking. No other cash handling stations are compatible with the Aviation's existing Parking Revenue Control System.

*Will the item be used in conjunction with existing equipment? Yes No

*Will it be used as a component to be interfaced with existing equipment? Yes No

*Will this be used as an accessory or option? Yes No

*Will training be required? Yes No

*Name other sources/brands whose products have been evaluated and why they do not meet requirements:

HUB Parking is the sole manufacturer and distributor of ZEAG cash handling stations. HUB does not authorize any third party distributor. Furthermore, only the ZEAG cash handling station is compatible with the existing parking revenue system.

***Required attachment(s): Vendor Quotation and Sole Source Vendor Justification Letter explaining why requested item(s) are only suitable from one source.**

*Has all of the required justification documentation been attached to this request? Yes No

Execution/Filing Details

This Certificate of Exemption is executed and filed with the Finance Department as follows:

1. The undersigned is authorized to approve an exemption;
2. An exemption according to Section 252.022 of the Local Government Code exists.

More specifically, the following event has occurred:

ZEAG cash handling stations, which are components of the Aviation Department/Parking Division's existing



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Parking Revenue Control System, have reached end-of-life and must be replaced. More specifically, the operating system powering all existing devices is Windows 7. Microsoft has discontinued any and all support of the Windows 7 operating system. Additionally, Microsoft has confirmed that the existing devices are not eligible for any special extension agreement to continue security patches and/or updates. In order to maintain PCI compliance, all existing cash handling stations require replacement using the latest ZEAG cash handling station hardware. An RFO is being prepared for issuance pending approval of this request.

3. Because the exemption stated above exists, the City of San Antonio intends to contract with

HUB Parking which will cost approximately \$ **71,067**

Approvals	
<u>Tamera Irwin (Aviation)</u> Originator	<u>01/27/2021</u> Date
<u>Jesus Saenz (Aviation)</u> Department Director Approval	<u>02/01/2021</u> Date
---Not in APPROVAL PATH Routing--- Executive Leadership Team Approval <i>(approval required only for ratification by City Council)</i>	_____ Date
<u>Jennifer Johnson (Finance)</u> Procurement Administrator Approval	<u>02/05/2021</u> Date

To send this approval document to the next approver, press **Send Forward**.
To retain a copy of this request, perform a **Save As** to save it as an electronic form.