



City of San Antonio

Agenda Memorandum

File Number: 15-6038

Agenda Item Number: 9.

Agenda Date: 12/17/2015

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: CityWide

SUBJECT:

12/17/2015 Annual Contracts

SUMMARY:

An ordinance awarding five contracts to provide the City with commodities and services on an annual basis for the terms of the contract, for an estimated annual cost of \$370,404.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the terms of the contract:

- A. Western States Fire Protection Company for Fire Sprinkler Inspection, Maintenance & Repair, \$52,000.00 annually (1 contract, Building and Equipment Services Department)
- B. RCO Construction, L.L.C. for Paver Repairs at Alamodome, \$40,000.00 annually; \$200,000.00 contract period (1 contract, Convention and Sports Facilities Department)
- C. Capps Van & Truck Rental for Rental of Various Vehicles, \$122,000.00 annually (1 contract, Citywide)
- D. Bio-Rad Laboratories, Inc. for HIV Tests and Supplies, \$89,000.00 annually (1 contract, Health Department)
- E. West Publishing Corporation d/b/a West, a Thomson Reuters Business for West Publishing Corporation Research Licenses and Materials, \$67,404.00 Year 1; \$369,098.00 contract period (1 contract, Police Department)

BACKGROUND INFORMATION:

The City of San Antonio utilizes annual contracts for procuring high volume repetitive purchases. Annual contracts are an efficient method of securing the best prices through volume purchasing and reducing large amounts of work related to the bid process. Utilization of annual contracts allows the City to procure numerous different commodities in support of the normal daily operations.

Contract procured on the basis of low qualifying bid:

A. Western States Fire Protection Company for Fire Sprinkler Inspection, Maintenance & Repair, \$52,000.00 annually, upon award through December 31, 2018 with two, one year renewal options - will provide the Building and Equipment Department with a contractor to provide all supervision, labor, materials and equipment necessary to provide fire sprinkler systems services to include 3 year and 5 year testing, quarterly, semi-annual and annual inspections, repair services (emergency call out, non-emergency call out, and routine maintenance) at 22 facilities through the City of San Antonio.

The estimated annual total of \$52,000.00 includes \$38,000.00 for preventative maintenance and inspections, \$4,000.00 for labor and \$10,000.00 for parts.

Contracts procured on the basis of low bid:

B. RCO Construction, L.L.C. for Paver Repairs at Alamodome, \$40,000.00 annually; \$200,000.00 contract period upon award through December 31, 2018 with two, one year renewal options - will provide the Convention and Sports Facilities Department with a contractor to provide paver repairs at the Alamodome. The contractor will provide all labor, material, and equipment required to level, repair, or replace existing pavers on an as-needed basis to prevent trip and fall hazards for employees, patrons and other visitors to the property surrounding the Alamodome.

C. Capps Van & Truck Rental for Rental of Various Vehicles, \$122,000.00 annually, January 1, 2016 through March 31, 2019 with two, one year renewal options - will provide all City departments with a contractor for the rental of various vehicles to include ½ ton and ¾ ton pick-up trucks, full size and small size sport utility vehicles, mid-size and compact size sedans, cargo and passenger vans. These vehicles will be used on an as needed basis by City departments for conducting City business as determined by the specific needs of the departments to include traveling to and from City facilities, transporting personnel, and light hauling.

Contract procured on the basis of public health or safety exemption:

D. Bio-Rad Laboratories, Inc. for HIV Tests and Supplies, \$89,000.00 annually, upon award through September 30, 2018 - will provide the Laboratory Services Division of the San Antonio Metropolitan Health District (SAMHD) with the purchase and delivery of Human Immune Virus (HIV) laboratory tests and supplies to detect the presence of HIV 1/2 Plus 0 stereotypes in clinical specimens collected and submitted by the Metro Health Sexually Transmitted Disease Surveillance Clinic. The Texas Department of State Health Services (DSHS) and Title V grant program have adopted the Bio-Rad HIV assay as the recognized state of care in HIV disease surveillance testing in Texas.

Contract procured on the basis of sole source:

E. West Publishing Corporation d/b/a West, a Thomson Reuters Business for West Publishing Corporation Research Licenses and Materials, \$67,404.00 Year 1, \$369,098.00 contract period, upon award through

December 31, 2020 with one, five year renewal option - will provide the San Antonio Police Department with subscription access to Clear Alerts and Clear Law Enforcement Plus, a secure-web-based investigative interface that allows government and law enforcement investigators and analysts to access public records and related information.

The maintenance and support services are being purchased as a Sole Source, according to the provisions of Texas Statutes Local Government Code 252.002.07 no other source can supply the item listed, nor can any comparable item fulfill the same requirement.

ISSUE:

These contracts represent a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by city departments in their daily operations.

A. Fire Sprinkler Inspection, Maintenance & Repair - This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, no SBEDA tool was applied.

There were no responsive bids submitted from local bidders for this contract; therefore the Local Preference Program was not applied.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

B. Paver Repairs at Alamodome - This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, no SBEDA tool was applied.

The recommended award is to the lowest responsive bidder, who is also a local business. Therefore application of the Local Preference Program was not required.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

C. Rental of Various Vehicles - The SBEDA Ordinance requirements were waived due to the lack of qualified small, minority, or women-owned businesses available to provide the required goods.

In accordance with the Local Preference Program, no local preference was applied, since the local bidder is not within 3% of the recommended lowest non-local bidder.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

D. HIV Tests and Supplies - This contract is an exception to the SBEDA and Local Preference Programs.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

E. West Publishing Corporation Research Licenses and Materials - This contract is an exception to the SBEDA

and Local Preference Programs.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

A. Fire Sprinkler Inspection, Maintenance & Repair - Should this contract not be approved, Building and Equipment Services will be required to solicit for inspections and repairs on an as-needed basis wherein increased cost would be realized due to non-contract buying.

B. Paver Repairs at Alamodome - Should this contract not be approved, the Alamodome will be required to purchase paver repairs on an as-needed basis wherein increased costs due to non-contract buying would be realized and may result in delay of paver repairs.

C. Rental of Various Vehicles - Should this contract not be approved, City departments would be required to rent vehicles on an as needed basis wherein increased costs due to non-contract pricing could be realized. This could negatively impact necessary field work and potentially delay essential services to the residents of San Antonio.

D. HIV Tests and Supplies - Should this contract not be approved, the (SAMHD) will no longer sustain HIV infectious disease surveillance efforts. This will result in the loss of State and Federal funding that directly supports local public health program initiatives to identify new HIV infections, direct patients into care and treatment, and prevent further spread of infection. Local cessation of these programs is contrary to current CDC/NIH/WHO public health practices for large metropolitan areas.

E. West Publishing Corporation Research Licenses and Materials - Should this contract not be approved, the department will not receive the discount offered through contract pricing and will be required to pay full price causing the department to exceed the planned budget for such services.

FISCAL IMPACT:

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted budget approved by City Council. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends the acceptance of five contracts submitted through this ordinance to provide the City with specified services on an annual contract basis. These annual contracts are critical to the City's daily operations.

These contracts were procured on the basis of low qualifying bid, low bid, sole source and public health or safety exemption and Contract Disclosure Forms are not required.