



City of San Antonio

Agenda Memorandum

File Number: 16-3080

Agenda Item Number: 7.

Agenda Date: 6/9/2016

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: CityWide

SUBJECT:

6/9/2016 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 \$1,058,213.10. 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. LSST Media LLC dba Lone Star Media, for Vehicle Decals, \$44,000.00 annually; \$220,000.00 contract period (1 contract, Building and Equipment Services Department)

B. Sankey Equipment Company, Inc., and Genuine Parts Company for Shop Tools Parts & Service, \$30,000.00 annually; \$150,000.00 contract period (2 contracts, Solid Waste Management, Building and Equipment Services, Aviation, and Fire Departments)

C. Schindler Elevator Corp., for an Amendment to Annual Contract for Elevator and Escalator Maintenance for the San Antonio Airport System, \$967,000.00 (1 contract, Aviation Department)

D. CCG Systems, Inc. dba Faster Asset Solutions for an Amendment to Annual Contract for Faster Fleet Fire Annual Support, \$17,213.10 annually; \$64,483.00 contract period (1 contract, Fire 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. LSST Media LLC dba Lone Star for Vehicle Decals, \$44,000.00 annually; \$220,000.00 contract period upon award through June 30, 2019, with two, one year renewal options - will provide the Building and Equipment Services Department with vehicle logo decals, letters and numbers for the purpose of marking City owned Fleet vehicles.

Contracts procured on the basis of low bid:

B. Sankey Equipment Company, Inc., and Genuine Parts Company for Shop Tools Parts & Service, \$30,000.00 annually; \$150,000.00 contract period upon award through September 30, 2019, with two, one year renewal options - will provide shop tools parts and service to be utilized by the Solid Waste Management, Building and Equipment Services, Aviation, and Fire Departments for maintenance on City owned vehicles.

Amendments:

C. Schindler Elevator Corp., for Amendment to Annual Contract for Elevator and Escalator Maintenance for the San Antonio Airport System, \$967,000.00, upon award through September 30, 2017 - amendment to City approved Ordinance No. 2012-11-15-0889 passed on November 15, 2012 which established a contract for elevator and escalator preventive maintenance services including parts and repair services for both San Antonio International Airport and Stinson Municipal Airport. Due to a high demand and use for repairs, Aviation has utilized this contract beyond the original estimated contract value. This action will amend the contract with Schindler Elevator Corp. for an additional value of \$967,000.00 bringing the total contract value to approximately \$1,965,000.00.

D. CCG Systems, Inc. dba Faster Asset Solutions for Amendment to Annual Contract for Faster Fleet Fire Annual Support, \$17,213.10 annually; \$64,483.00 contract period February 1, 2013 through January 31, 2017 - this amendment will provide the San Antonio Fire Department with an extension to the initial term of the contract to January 31, 2017. This contract provides annual support for 18 existing Faster Fleet software licenses. The contract term for the original agreement was for one year, with two, one year renewal options, effective February 1, 2013 - January 31, 2016, for a total value of \$47,270.00. This amendment will extend the contract with Faster Asset Solutions under the same terms and conditions for an additional year through January 31, 2017.

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. Vehicle Decals - Due to the lack of small, minority, and/or women businesses available to provide these goods and services, the SBEDA Program did not apply to this solicitation.

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

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

B. Shop Tools Parts & Service - Due to the lack of small, minority, and/or women businesses available to provide these goods and services, the SBEDA Program did not apply to this solicitation.

The recommended awards are to the lowest responsive bidders, who are also local businesses. Therefore, application of the Local Preference Program was not applied.

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

C. Amendment to Annual Contract for Elevator and Escalator Maintenance for the San Antonio Airport System - This contract is exempt from competitive bidding and is excluded from the SBEDA program.

The LPP does not apply to this amendment since it was solicited prior to May 1, 2013, the effective date of the program.

The VOSBPP does not apply to this amendment since it was solicited prior to January 15, 2014, the effective date of this program.

D. Amendment to Annual Contract for Faster Fleet Fire Annual Support - This contract is within the scope of the SBEDA Program. However, due to the type of commodities/services being procured and value of the contract, no SBEDA tool is available.

The recommended award is an exception to the Local Preference Program.

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

ALTERNATIVES:

A. Vehicle Decals - Should this contract not be approved, Building and Equipment Services Department will be required to procure vehicle decals on an as-needed basis which may result in higher pricing and delays on maintenance for City owned vehicles.

B. Shop Tools Parts & Service - Should this contract not be approved, Solid Waste Management and various

departments will be required to procure shop tools and services on an as-needed basis which may result in higher pricing and delays on maintenance for City owned vehicles.

C. Amendment to Annual Contract for Elevator and Escalator Maintenance for the San Antonio Airport System - Should this amendment not be approved, Aviation Department will be required to perform these services by processing individual procurements as needs arise. However, amending the term contract value will reduce the response time for any emergency and regular maintenance requests. Equipment failure of the elevators and escalators could present a danger to the public health and safety.

D. Amendment to Annual Contract for Faster Fleet Fire Annual Support - Should this amendment not be approved, the San Antonio Fire Department will be unable to maintain the collective fleet management records database.

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; low bid and contract amendments and Contract Disclosure Forms are not required.