



# City of San Antonio

## Agenda Memorandum

**File Number:**13-960

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**Agenda Item Number:** 7.

**Agenda Date:** 12/5/2013

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

December 5, 2013 Annual Contracts

**SUMMARY:**

An ordinance awarding nine contracts to provide the City with commodities and services on an annual basis for the terms of the contracts, for an estimated annual cost of \$2,034,000.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the terms of the contracts:

- A. T & W Tire for Emergency Tires, \$769,000.00 annually (1 contract, Fire)
- B. Estrada Landscape, Due Amicis, Inc. d/b/a Green Landscaping and Goodwill Industries of San Antonio for lawn maintenance for downtown locations, parks, and trailheads, \$138,000.00 annually (3 contracts, Parks and Recreation and Downtown Operations)
- C. ClientTrack, Inc. for ClientTrack for the Department of Human Services, \$59,000.00 annually (1 contract, Department of Human Services)
- D. Innovative Interfaces, Inc. for Millennium Software Maintenance & Support, \$109,000.00 year one; \$347,000.00 contract period (1 contract, Library)
- E. ZOLL Medical Corporation for X Series Equipment and Supplies for the Fire Department, \$178,000.00 annually (1 contract, Fire)
- F. Bound Tree Medical LLC and ZOLL Medical Corporation for X Series Supplies for the Fire Department,

\$781,000.00 annually (2 contracts, Fire)

**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 cooperative purchasing:**

Emergency Tires, \$769,000.00 annually, upon award through May 31, 2014 with two, one year renewal options - will provide the Fire Department with high performance truck tires for the department's emergency vehicle fleet. The contract also provides tire re-treading and repair service. These tires will equip Light-Duty vehicles (3/4 ton to 1 ½ ton) including ambulances, first responders, and command vehicles; Heavy Duty vehicles (2 ton and greater) including Fire Engines, Aerial Ladder Trucks, Water Tankers, Heavy Rescue vehicles and Brush Trucks.

The contracted tires are first line and manufactured to Original Equipment Manufacturer specifications. Prior experience has demonstrated that these higher quality tires offer improved reliability and greater re-treadability providing longer use and re-use.

**Contract procured on the basis of low bid:**

Lawn Maintenance for Downtown Location, Parks, and Trailheads, \$138,000.00 annually, upon award through September 30, 2014 - will provide the Parks & Recreation Department and Downtown Operations Department with a contractor to furnish all labor, materials and equipment required to perform grounds maintenance services for parks, medians, greenways and the tunnel inlet. Grounds maintenance services shall include, but are not limited to mowing, edging, trimming, leaf/debris blowing and sweeping. These services are required to maintain the grounds appearance of 40 locations, consisting of 170 acres of park areas, street medians and the South Channel flood tunnel inlet.

**Contracts procured on the sole source:**

ClientTrack for the Department of Human Services, \$59,000.00 annually, upon award through September 30, 2014 with four, one year renewal options - will provide the Department of Human Services (DHS) with 55 concurrent user subscriptions including support for ClientTrack, a web-based, customized client system by ClientTrack, Inc. Licenses will be used to support the Client Case Management System for community wide social service providers, Homeless Management Information System (HMIS) and Haven for Hope Campus. DHS has used ClientTrack since 2004.

These items are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

Millennium Software Maintenance & Support, \$109,000.00 year one; \$347,000.00 contract period, upon award through September 30, 2014 with two, one year renewal options - will provide the San Antonio Public Library (SAPL) with a software maintenance agreement for the Millennium System, the Library's integrated automation system. This system is used to provide online circulation of library materials, public access to the SAPL catalog and additional databases, acquisition administration, cataloging and authority control, serial control modules and management reports.

These items are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

ZOLL Medical Corporation for X Series Equipment and Supplies for the Fire Department, \$178,000.00 annually, upon award through September 30, 2015 with a one year renewal option - will provide the Emergency Medical Services Division (EMS) of the Fire Department with X Series monitor/defibrillator equipment and supplies for the cardiac monitors/defibrillators deployed on all EMS ambulances and first command respond vehicles. These supplies are required to maintain the X Series monitors/defibrillators purchased in FY 2013 at peak functionality whenever first responders are accessing a patient's cardiac rhythm, measuring patient vital signs, administering electric defibrillation charges when needed, and transmitting electrocardiogram (EKG) data to hospitals in advance of arrival. Equipment and supplies include expansion packs, cables, connectors, batteries, and chargers.

These items are being procured as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

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

Bound Tree Medical LLC and ZOLL Medical Corporation for X Series Supplies for the Fire Department, \$781,000.00 annually, upon award through September 30, 2015 with a one year renewal option - will provide the EMS of the Fire Department with X Series monitor/defibrillator supplies for the cardiac monitors/defibrillators deployed on all EMS ambulances and first command respond vehicles. These supplies are required to maintain the X Series monitors/defibrillators purchased in FY 2013 at peak functionality whenever first responders are accessing a patient's cardiac rhythm, measuring patient vital signs, administering electric defibrillation charges when needed, and transmitting EKG data to hospitals in advance of arrival. Supplies include cables, sensors, cuffs, probes, and training supplies validated for compatibility to the X Series cardiac monitors/defibrillators.

**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.

Emergency Tires - The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of qualified SMWBE's available to provide the goods and services.

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

Lawn Maintenance for Downtown Location, Parks, and Trailheads - 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.

Estrada Landscaping - In accordance with the LPP, no local preference was applied, since the local bidder is not within 3% of the recommended lowest non-local bidder.

Due Amicis, Inc. d/b/a Green Landscaping - The recommended award is to the lowest responsive bidder, who is

also a local business. Therefore application of the LPP was not required.

Goodwill Industries of San Antonio - The recommended award is to the lowest responsive bidder, who is also a local business. Therefore application of the LPP was not required.

ClientTrack for the Department of Human Services - This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA Program.

Recommended award is an exception to the LPP.

Millennium Software Maintenance & Support - This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA Program.

Recommended award is an exception to the LPP.

X Series Equipment and Supplies for the Fire Department - This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA program.

Recommended award is an exception to the LPP.

X Series Supplies for the Fire Department - This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

Recommended award is an exception to the LPP.

#### **ALTERNATIVES:**

Emergency Tires - Should this contract not be approved, the Fire Department will be required to procure tires and labor on an as needed basis. The City could lose the pricing advantage that is available through a cooperative contract that affords volume discounts. Furthermore, the department's budget could be negatively impacted through continuous price variations.

Lawn Maintenance for Downtown Location, Parks, and Trailheads - Should this contract not be approved, the City would need to utilize in-house City resources, which would require additional personnel and equipment. Additionally, lack of an annual contract may hinder the timeliness of services and thus affect the appearance of parks, medians and downtown locations.

ClientTrack for the Department of Human Services - Should this contract not be approved, the City would have to use a less advanced and limited tracking system developed in-house. The City would lose 55 concurrent user subscriptions including support for ClientTrack, a web-based, customized client system by ClientTrack, Inc. affecting the City's ability to support the Client Case Management System for community wide social service providers, Homeless Management Information System (HMIS) and Haven for Hope Campus.

Millennium Software Maintenance & Support - Should this contract not be approved, the San Antonio Public Library would lose the right to receive updates, upgrades, patches and technical support services for the Millennium system. Any required support for this system would have to be secured on an as needed basis wherein increased cost and delivery times due to non-contract buying would be realized.

X Series Equipment and Supplies for the Fire Department - Should this contract not be approved, the EMS Division of the Fire Department would be required to purchase equipment and supplies as requirements arise. Without operational monitors/defibrillators, the EMS Division will not be able to provide critical cardiac treatment on patients who are experiencing cardiac arrest symptoms.

X Series Supplies for the Fire Department - Should this contract not be approved, the EMS Division of the Fire Department would be required to purchase supplies as requirements arise. Without operational monitors/defibrillators, the EMS Division will not be able to provide critical cardiac treatment on patients who are experiencing cardiac arrest symptoms.

**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. The estimated annual cost for the contracts listed on this ordinance is approximately \$2,034,000.00. Purchases made by the Departments are as needed and dependent upon available funds within their adopted budgets.

**RECOMMENDATION:**

Staff recommends the acceptance of nine 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 are procured on the basis of cooperative purchasing, low bid, sole source and public health or safety exemption and Contracts Disclosure Forms are not required.