



City of San Antonio

Agenda Memorandum

File Number:20-6759

Agenda Item Number: 10.

Agenda Date: 12/17/2020

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

12/17/2020 Annual Contracts

SUMMARY:

An ordinance awarding four contracts to provide the City with commodities and services on an annual basis for the term of the contract, for an estimated annual cost of \$2,052,020.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the term of the contract:

- A. CJ Beds for Fire Station Mattress Sets, \$22,000.00 annually; \$110,000.00 total contract value (1 contract, Fire Department)
- B. Sirchie Acquisition Company, LLC for SAPD Narcotic Test Kits, \$16,400.00 annually; \$82,000.00 contract period (1 contract, Police Department)
- C. PerkinElmer Health Sciences, Inc. for JANUS 8 Tip Maintenance and Service Support, \$13,620.00 Year 1; \$56,124.00 total contract value (1 contract, Metro Health)
- D. Allied Universal Security Services for change order to Annual Contract for Security Staffing Services, \$2,000,000.00 for a four-month period (1 contract, Citywide)

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 bid:

A. CJ Beds for Fire Station Mattress Sets, \$22,000.00 annually; \$110,000.00 total contract value, upon award through December 31, 2023, with two, one-year renewal options - will provide for the purchase and delivery of rest firm, pillow top, and memory foam twin mattresses and wood foundations for the San Antonio Fire Department (SAFD). These mattresses are intended for use by firefighters during their 24-hour shifts at Fire Stations.

Public Health & Safety Exemption:

B. Sirchie Acquisition Company, LLC for SAPD Narcotic Test Kits, \$16,400.00 annually; \$82,000.00 contract period, January 1, 2021 through December 31, 2023 with two, one-year renewal options - will provide the San Antonio Police Department with a contractor to furnish presumptive field narcotic test kits, inclusive of training. This contract will be utilized by SAPD Officers to conduct presumptive tests of substances found in possession of individuals that are in custody or apprehended. SAPD Officers are currently trained on the use of narcotic test kits manufactured by Sirchie Acquisition Company. Continued use of these test kits eliminates the need to retrain SAPD Officers.

Sole Source:

C. PerkinElmer Health Sciences, Inc. for JANUS 8 Tip Maintenance and Service Support, \$13,620.00 Year 1; \$56,124.00 total contract value, upon award through October 31, 2021 with three, one-year renewal options - will provide maintenance and service support for the Perkin Elmer instrument Janus 8 Platform used by the City of San Antonio Metropolitan Health District (SAMHD), Laboratory Services Branch. This Service agreement for the Janus Autopipettor/Liquid handling system purchased in 2015 is required to maintain operational functionality to perform tuberculosis (TB) testing for various Health Department TB programs.

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.

Amendment:

D. Allied Universal Security Services for change order to Annual Contract for Security Staffing Services, \$2,000,000.00 for a four-month period, January 1, 2021 through April 30, 2021 - this Change Order 3 will provide an extension for services for armed (Commissioned) and unarmed (Non-Commissioned) security officers at various City facilities. Security services are provided for buildings; facilities; grounds; and rights-of-way; for employees and visitors, customers and vendors; emergency response; access control; technology control station monitoring; mobile patrol, and other related security services.

The term for the original contract was from December 30, 2015 and, as renewed and extended, ends on December 31, 2020. This Change Order 3 will extend the contract with Allied Universal Security Services (formerly Allied Barton Security Services, LLC) under the same terms and conditions for an additional four-month period from January 1, 2021 through April 30, 2021. This short-term extension is requested to maintain required services while the new contract is scheduled for Council consideration in February 2021.

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 Station Mattress Sets - The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

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.

B. SAPD Narcotic Test Kits - The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This contract is an exception to the Local Preference Program.

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

C. JANUS 8 Tip Maintenance and Service Support -

This contract is an exception to the SBEDA and Local Preference Programs.

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

D. Change order to Annual Contract for Security Staffing Services -

This change order is an exception to the SBEDA and Local Preference Programs.

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

ALTERNATIVES:

A. Fire Station Mattress Sets - Should this contract not be approved, this could negatively impact the ability of firefighters to provide a long-term quality emergency response. Sleep is an integral part of health and wellness that can affect mental clarity and impact the immune system. The stress of being a first responder is mitigated by sound sleep practices that includes a quality mattress.

B. SAPD Narcotic Test Kits - Should this contract not be approved, the City will be required to acquire and purchase narcotics test kits on an as needed basis, where increased costs due to non-contract buying could be

realized as well as cause a delay in delivery times.

C. JANUS 8 Tip Maintenance and Service Support - Should this contract not be approved, Metro Health would not have maintenance and support service available for the Perkin Elmer instrument JANUS 8 Tip Platform utilized by the Metro Health's Laboratory Services Branch. The PerkinElmer service team consists of PerkinElmer factory trained/certified engineers and is the only source PerkinElmer authorizes to provide service and installation for instrumentation manufactured and sold by PerkinElmer.

D. Change order to Annual Contract for Security Staffing Services - Should this change order not be approved, visitors, residents and employees of the City will not have licensed security officers providing security within City facilities. The City would not have the ability to staff these facilities at long term contract rates with the professional level of security officers needed to protect city facilities.

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 Departments are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends the acceptance of these 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 bid, public health and safety exemption, sole source, and amendment, and Contract Disclosure Forms are not required.