



City of San Antonio

Agenda Memorandum

File Number:16-2482

Agenda Item Number: 5.

Agenda Date: 5/12/2016

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: CityWide

SUBJECT:

5/12/2016 Annual Contracts

SUMMARY:

An ordinance awarding three 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 \$265,000.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the terms of the contract:

A. AWE, Inc. dba Advanced Workstations in Education for Early Literacy Stations & Accessories, \$51,000.00 annually, (1 contract, Library Department)

B. Automated Logic Corporation for Building Automation System for Various Facilities, \$19,000.00 annually; \$95,000.00 contract period (1 contract, Building and Equipment Services Department)

C. Zoll Medical Corporation for Zoll AED Defibrillators & Accessories, \$195,000.00 annually (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.

Contracts procured on the basis of sole source:

A. AWE, Inc. dba Advanced Workstations in Education for Early Literacy Stations & Accessories, \$51,000.00 annually, upon award through June 30, 2017 with four, one year renewal options - will provide the San Antonio Public Library with a contractor to provide early literacy stations and peripheral support equipment. This contract will allow for a product refresh of all existing AWE computers. Many of the current AWE devices are at the end of life expectancy and they do not take advantage of the touch screen technology.

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.

B. Automated Logic Corporation for Building Automation System for Various Facilities, \$19,000.00 annually; \$95,000.00 contract period, upon award through March 31, 2019, with two, one year renewal options - will provide the Building and Equipment Services Department with a contractor to provide preventive maintenance and repairs for the Building Automation System (BAS). The BAS is a system that monitors and controls a building's HVAC system. The BAS will adjust building temperature and provides notification of component malfunctions such as overheating. The BAS is utilized at the following eight facilities; Animal Care Services, City Hall, Emergency Operations Center, Municipal Plaza Building, Cliff Morton Development and Business Services Center (One Stop), Plaza De Armas, Public Safety Headquarters and Police Property and Evidence Storage Facility. The estimated annual amount of \$19,000.00 includes \$2,800.00 for parts and labor repairs not included in the preventive maintenance.

These items are being procured as a Sole source according to the provisions of the 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.

C. Zoll Medical Corporation for Zoll AED Defibrillators & Accessories, \$195,000.00 annually, upon award through September 30, 2019 with two, one year renewal options - will provide the San Antonio Fire Department with the purchase and delivery of Zoll 3-Lead Automated External Defibrillators (AED) and accessories utilized by emergency first responders. This contract will provide replacement AED's and replenishment of supply inventories. Zoll AED's and accessories for use by emergency first responder personnel are only available from Zoll Medical Corporation.

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.

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. Early Literacy Stations & Accessories - This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA Program.

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.

B. Building Automation System for Various Facilities - This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA Program.

This contract is an exception to the Local Preference Program.

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

C. Zoll AED Defibrillators & Accessories- This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA Program.

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.

ALTERNATIVES:

A. Early Literacy Stations & Accessories - Should this contract not be approved, the Library will need to continue to make individual purchases in order to sustain existing equipment.

B. Building Automation System for Various Facilities - Should this contract not be approved, the Building and Equipment Services Department will be required to procure maintenance and repairs on an as-needed basis which may result in higher pricing and delays in returning the HVAC system to service.

C. Zoll AED Defibrillators & Accessories - Should this contract not be approved, fire personnel may have to respond without a 3-Lead AED on-board due to the lack of available replacement units and accessories. EMS responders use the 3-Lead AED's to provide emergency patient care.

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 three 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 sole source and Contract Disclosure Forms are not required.