



# City of San Antonio

## Agenda Memorandum

**File Number:**17-4152

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**Agenda Item Number:** 5.

**Agenda Date:** 8/17/2017

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

8/17/2017 Annuals

### **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 \$2,909,990.00.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the term of the contracts:

- A. Zamarano Enterprises, Inc. for Decorative Dual Metal Trash / Recycle Receptacles, \$263,000.00 annually (1 contract, Parks and Recreation)
- B. HLP, Inc. for Chameleon Shelter Software Case Management System Maintenance and Support to include GPS Software Subscription Service, \$34,240.00 annually; \$102,100.00 contract period (1 contract, Animal Care Services)
- C. Star Shuttle, Inc. for amendment to Annual Contract for Temporary Busing Services for San Antonio International Airport, \$1,471,750.00 increase; \$6,258,750.00 total contract value (1 contract, Aviation)
- D. Honeywell Building Solutions for amendment to Annual Contract for Maintenance Agreement for Convention and Sports Facilities Enterprise Building Integrator (EBI) System, \$1,141,000.00 annually (1 contract, Convention and Sports Facilities)

## **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. Zamarano Enterprises, Inc. for Decorative Dual Metal Trash / Recycle Receptacles, \$263,000.00 annually, January 1, 2018 through December 31, 2020, with two, one year renewal options - will provide for the purchase and delivery of decorative dual metal trash / recycle receptacles for the Parks & Recreation Department. These receptacles will be utilized in various parks throughout the city to support the control of litter. Installation of the receptacles will be facilitated by Parks Department in-house staff. The dual decorative receptacle design consists of a single unit with two separate receptacles for trash and recyclables to prevent cross contamination.

### **Contract procured on the basis of sole source:**

B. HLP, Inc. for Chameleon Shelter Software Case Management System Maintenance and Support to include GPS Software Subscription Service, \$34,240.00 annually; \$102,100.00 contract period, October 1, 2017 through September 30, 2018 with two, one year renewal options - This contract will provide the Animal Care Services Department (ACS) with Chameleon software maintenance and support in addition to GPS subscription services from HLP, Inc. This system is used to manage pet adoptions, facility management, medical records, tag information, inventory, people and pet pictures.

### **Amendments:**

C. Star Shuttle, Inc. for an amendment to Annual Contract for Temporary Busing Services for San Antonio International Airport, \$1,471,750.00 increase; \$6,258,750.00 total contract value, upon award through March 31, 2018, with one, one year renewal option - An amendment to City approved Ordinance No. 2015-06-18-0551 passed on June 18, 2015 which established a contract for temporary busing services at San Antonio International Airport during the construction of the Consolidated Rental Car Facility (ConRAC) and for supplemental busing services, as required to transport passengers between the long term parking garage, the outlying surface lots and the terminals. This amendment increases the contract value by \$1,471,750.00 and is needed to: 1) minimize foot traffic and reduce potential passenger exposure to the public health and safety dangers associated with the on-going construction project (heat, dust, exhaust, truck traffic, etc.); 2) fund ConRAC bus service beyond the original estimated contract value which was based on an assumption that the ConRAC would open in April 2017; 3) to continue supplemental service to the outlying surface lots through the end of the contract term as needed due to lack of sidewalks, crosswalks, traffic and distance to terminals which make walking hazardous.

D. Honeywell Building Solutions for an amendment to Annual Contract for Maintenance Agreement for Convention and Sports Facilities Enterprise Building Integrator (EBI) System, \$1,141,000.00 annually, October 1, 2017 through September 30, 2022 - The fourth amendment to City approved Ordinance No. 2011-09-01-0705 passed on September 1, 2011 which established a contract with Honeywell Building Solutions, will extend the term to provide Convention and Sports Facilities Department with an additional five years of maintenance and repair services of the facility's Enterprise Building Integrator (EBI) system for an average annual cost of \$1,141,000.00.

## **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. Decorative Dual Metal Trash / Recycle Receptacles - This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee set a 13% Minority/Women Business Enterprise (M/WBE) subcontracting goal. Zamarano Enterprises, Inc. is certified Small Minority/ Woman Owned Business Enterprise and has committed to self-perform 80% of the contract.

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 Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

#### B. Chameleon Shelter Software Case Management System Maintenance and Support -

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.

#### C. Amendment to Annual Contract for Temporary Busing Services for San Antonio International Airport

This contract was awarded in compliance with Small Business Economic Development Advocacy (SBEDA) Program and was exempt from the 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. Amendment to Annual Contract for Maintenance Agreement for Convention and Sports Facilities Enterprise Building Integrator (EBI) System

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.

### **ALTERNATIVES:**

A. Decorative Dual Metal Trash / Recycle Receptacles - Should this contract not be approved, the Parks and Recreation Department will be unable to install new decorative dual metal trash recycle receptacles as part of future park improvements or replace existing damaged receptacles. The department would also have to

purchase items on an as needed basis wherein increased costs due to non-contract buying could be realized.

B. Chameleon Shelter Software Case Management System Maintenance and Support - Should this contract not be approved, City would lose the right to receive updates, upgrades, patches and technical support services. Any support for the shelter care management system would have to be secured on an as-needed basis wherein increased costs and delivery times due to non-contract buying would be realized.

C. Amendment to Annual Contract for Temporary Busing Services for San Antonio International Airport - Should this amendment not be approved, the Aviation Department will lose the means to provide passengers safe access to and from the long term garage and the airport terminals during the construction of the Consolidated Rental Car Facility. In addition, when Aviation owned buses are out of commission or Aviation staff drivers are not available, the necessary supplemental services would not be available to fill the gap in services. As a result, service could not be maintained at the desired level.

D. Amendment to Annual Contract for Maintenance Agreement for Convention and Sports Facilities Enterprise Building Integrator (EBI) System - Should this contract not be approved, the Convention and Sports Facilities Department may process individual procurements as equipment problems arise. However, processing purchases as equipment malfunctions will force Convention and Sports Facilities to pay non-contract rates as well as compromise the integrity and functionality of the building's automated control system.

#### **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 four 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, sole source, and amendment and Contract Disclosure Forms are not required.