



City of San Antonio

Agenda Memorandum

File Number:17-6309

Agenda Item Number: 8.

Agenda Date: 1/11/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

1/11/2018 Annual Contracts

SUMMARY:

An ordinance awarding three contracts to provide the City with commodities and services on an annual basis for the term of the contracts, for an estimated annual cost of \$292,000.00. 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. MoboTrex, Inc. for Traffic Light Mounting Assemblies, \$184,000.00 annually (1 contract, Transportation and Capital Improvements)
- B. Champion Floors, Inc. for Window Washing Services at the Convention Center, \$58,000.00 annually (1 contract, Convention and Sports Facilities)
- C. Schneider Electric for Customer First Agreement, \$50,000.00 annually (1 contract, Transportation and Capital Improvements)

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 low bid:

A. MoboTrex, Inc. for Traffic Light Mounting Assemblies, \$184,000.00 annually, upon award through June 30, 2021, with two, one year renewal options - will provide Transportation & Capital Improvements Department, Transportation Planning & Operations Division, with the mounting assemblies needed to mount variously configured traffic signal heads and pedestrian signal heads throughout the City. Traffic light mounting assemblies are used to mount traffic signal equipment at new intersections constructed as part of the Intersection Management Program, other upcoming programs, and as part of routine and preventative traffic signal maintenance. These mounting assemblies need to be compatible with the City's existing traffic signal equipment and designed to mount traffic control devices without alteration.

B. Champion Floors, Inc. for Window Washing Services at the Convention Center, \$58,000.00 annually, April 01, 2018 through March 31, 2021 with two, one year renewal options - will provide the Convention and Sports Facilities Department with a contractor to provide all labor, material and equipment to provide washing services at the Henry B. Gonzalez Convention Center, Lila Cockrell Theater, University of Mexico and Room 209 and 211. The contractor will provide window washing services to the internal and external windows of the facilities to maintain the cleanliness and beauty of the Henry B. Gonzalez Convention Center and to keep it a viable location to attract events to the City of San Antonio.

Sole Source:

C. Schneider Electric for Customer First Agreement, \$50,000.00 annually, upon award through November 30, 2020 - will provide the Transportation and Capital Improvements Department, Storm Water Division, with a three year maintenance agreement for the existing flood control system. The flood control system provides the San Antonio River Tunnel (SART) with an automated means to divert water from the San Antonio River beginning at Josephine Street inlet shaft three miles through the outlet shaft located near Lone Star Boulevard.

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. Traffic Light Mounting Assemblies - 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.

There were no bids submitted from local bidders for this contract, therefore, 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. Window Washing Services - This contract will be awarded in compliance with the Small Business Economic

Development Advocacy (SBEDA) Program. Champion Floor, Inc is a small, minority, Hispanic-owned firm that will be self-performing the 25% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal and has committed to satisfying the 2% African American Business Enterprise (AABE) subcontracting goal.

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 non-professional services, so no preference was applied to this contract.

C. Customer First Agreement - This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA program.

This award 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. Traffic Light Mounting Assemblies - Should this contract not be approved, the City would be required to purchase materials on an as needed basis, where increased cost due to non-contract buying could be realized and cause a delay in delivery times.

B. Window Washing Services - Should this contract not be approved, the Convention and Sports Facilities department would be required to process individual procurements on an as needed basis. However, processing purchases as services are needed could result in paying higher than contract rates as well as affect the frequency and quality of washing of the doors and windows of the facilities.

C. Customer First Agreement - Should this contract not be approved, the Transportation and Capital Improvements Department would be required to purchase materials on an as needed basis where increased costs and delivery times would be realized delaying the completion of ongoing maintenance and repair of the San Antonio River Tunnel (SART) flood 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 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 low bid and sole source, and Contract Disclosure Forms are not

required.