



# City of San Antonio

## Agenda Memorandum

**File Number:**18-5202

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**Agenda Item Number:** 27.

**Agenda Date:** 11/29/2018

**In Control:** City Council A Session

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**DEPARTMENT:** ITSD

**DEPARTMENT HEAD:** Craig Hopkins

**COUNCIL DISTRICTS IMPACTED:** City Wide

### **SUBJECT:**

Sale of Surplus Electronic Assets

### **SUMMARY:**

This ordinance approves an agreement for the Sale of Surplus Electronic Assets for the City of San Antonio. STS Electronic Recycling will, through coordination with the Information & Technology Services Department (ITSD) take possession of the surplus technology equipment on an as needed basis. The term of this contract is one (1) year with three (3) additional, one (1) year extensions.

### **BACKGROUND INFORMATION:**

The goal of the initiative is to execute the final disposition on retired Apple devices under the Computer Life Cycle Replacement Program. ITSD plans to remove the devices, take advantage of a third party Contractor's Apple buyback program, regain storage space, and generate revenue.

The City issued a Request for Proposal (RFP) to secure these services on January 19, 2018 and posted on the City's Bidding and Contracting Opportunities webpage. The RFP was advertised in the San Antonio Express-News. A pre-submittal conference was held on January 25, 2018, to allow for Respondent questions and clarification to the RFP. A Site Visit was held on February 2, 2018. The City received four (4) responses for evaluation on February 21, 2018.

The evaluation committee met on March 22, 2018 to evaluate the four responsive proposals received. The evaluation team consisted of representatives from the Information & Technology Services Department. After committee review and discussion, individual technical scores were submitted and presented. Scoring was based

on the published evaluation criteria in the RFP, which included: Experience, Background, and Qualifications (35 points), Proposed Plan (25 points), Compensation (15 points), Small Business Economic Development Advocacy (SBEDA) Program including Small Business Enterprise (SBE) Prime Contract Program (5 points) and the Minority/Women Business Enterprise (M/WBE) Prime Contract Program (5 points), Local Preference Program (LPP) (up to 10 points), and the Veteran-Owned Small Business Preference Program (VOSBPP) (5 points).

After scores were finalized by the selection committee, the pricing scores and the SBEDA scores were revealed. STS Electronic Recycling received the highest ranking and was recommended for award by the evaluation committee.

There were no proposals submitted from local respondents for this contract; therefore, the Local Preference Program was not applied.

There were no proposals submitted from veteran-owned small business respondents for this contract; therefore, the Veteran-Owned Small Business Preference Program was not applied.

#### **ISSUE:**

This ordinance authorizes the execution of a revenue agreement with STS Electronic Recycling to process the final disposition on retired Apple devices (Sale of Surplus Electronic Assets) for the Information & Technology Services Department.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, the Goal Setting Committee applied ten (10) evaluation preference points to incentivize Small and Minority/ Women-Owned Business Enterprises, STS Electronic Recycling did not receive any preference points.

The Local Preference Program (LPP) and Veteran-Owned Small Business Preference Program (VOSBPP) were applicable for this solicitation; however, no firms were local business or veteran-owned small businesses, therefore the program points were not applied.

#### **ALTERNATIVES:**

Should this contract not be awarded the City would have to re-issue the RFP and solicit proposals from additional vendors. This action would delay revenue generation and the availability of additional storage space.

#### **FISCAL IMPACT:**

This ordinance approves an agreement with STS Electronic Recycling for the Sale of Surplus Electronic Assets for the City of San Antonio. There will be approximately 2,860 desktops and 35 laptops sold within the first year. It is estimated that the sale of these devices will generate approximately \$235,125 in revenue for FY 2019. Of the \$235,125 in revenue \$195,915 will be deposited into the General Fund and the remaining will be allocated to funds in which these devices were originally purchased. Future sales of retired Apple devices will be allocated to funds in which these devices were originally purchased.

#### **RECOMMENDATION:**

Staff recommends approval of the services contract with STS Electronic Recycling to execute the final disposition on retired Apple devices (Sale of Surplus Electronic Assets).

This contract is procured by means of Request for Proposals and Contract Disclosure Forms are attached.