



# City of San Antonio

## Agenda Memorandum

**File Number:**18-6452

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**Agenda Item Number:** 8.

**Agenda Date:** 1/10/2019

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Police Vehicles One-Stop-Shop for Emergency Equipment Parts and Repairs and Vehicle Graphics

### **SUMMARY:**

This ordinance authorizes a contract with SAT Radio Communications, LTD, dba Industrial Communications to provide the San Antonio Police Department (SAPD) with a One-Stop-Shop contract for the outfitting of police vehicles. Services include the following: (A) production and installation of vehicle graphic kits, (B) installation, removal, and repair of police equipment, and (C) emergency equipment parts. The vehicle graphics and emergency equipment parts will be installed on all Police Department marked emergency vehicles for the purpose of official identification. The estimated value of this contract is \$1,250,000.00 annually. Funding is available in the FY 2019 General Fund.

### **BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a bid submitted by SAT Radio Communications, LTD, dba Industrial Communications to provide SAPD with a One-Stop-Shop contract for the production and installation of vehicle graphic kits; installation, removal and repair of police equipment; and emergency equipment parts.

The City issued an Invitation for Bid (IFB) for an “Annual Contract for Police Vehicles One-Stop-Shop for Emergency Equipment Parts and Repairs and Vehicle Graphics” (IFB 6100010319) on June 22, 2018. Two bids were received on August 3, 2018 and deemed responsive for evaluation.

After posting of the draft bid tabulation to the City's website on August 31, 2018, a bid protest was received from SAT Radio Communications regarding submitted pricing for Line Items 5.2.1 - 5.2.5, 6.2.1 - 6.2.5, and 6.2.8 - 6.2.11 which caused their bid pricing to be overstated. Pricing clarification was requested from both bidders and the issue was resolved with adjusted pricing for affected line items.

The initial term for this contract is upon award through August 31, 2021. Two additional one year renewal options shall also be authorized through this ordinance.

#### **ISSUE:**

This contract will provide the Police Department with a contractor to provide installation, removal and repair services for the term of the contract. Based upon the pricing clarifications received, SAT Radio Communications, LTD is the low, responsive bidder. Due diligence was conducted and included a site visit attended by SAPD and Finance Department staff, reference checks from current clients, as well as federal and state debarment lists.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. SAT Radio Communications, LTD, dba Industrial Communications is a small firm that will be self-performing the 15% Small Business Enterprise (SBE) 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 Ordinance does not apply to goods/supplies contracts, so no preference was applied to this contract.

#### **ALTERNATIVES:**

Should this contract not be approved, SAPD does not have staff available to perform these services and would be required to hire a minimum of eight certified technicians and two supervisors to perform the installation, removal and repair of equipment for the police vehicles. SAPD would also be required to lease a facility of sufficient size to perform this type of work on police vehicles.

#### **FISCAL IMPACT:**

This ordinance authorizes the execution of a three year agreement with SAT Radio Communications, LTD, dba Industrial Communications with an option to renew for 2 additional one year (1) terms, in an amount not to exceed \$1,250,000.00 annually for the first three years. Funding is available in the City's FY 2019 General Fund Budget. Funding for subsequent fiscal years is subject to appropriation of funds. Funds are not encumbered by this ordinance.

#### **RECOMMENDATION:**

Staff recommends the approval of the contract with SAT Radio Communications, LTD, dba Industrial Communications to provide the SAPD with vehicle graphic kits and installation of emergency equipment parts installation and removal services for all Police Department vehicles in the estimated annual amount of

\$1,250,000.00.

This contract is procured on the basis of a competitive bid and a Contracts Disclosure Form is not required.