



City of San Antonio

Agenda Memorandum

File Number: 19-1667

Agenda Item Number: 6.

Agenda Date: 3/7/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Supplemental Busing Services for San Antonio International Airport

SUMMARY:

This ordinance authorizes acceptance of a proposal from Star Shuttle, Inc. to provide the Aviation Department with supplemental busing services for an estimated cost of \$126,000.00 annually. This annual contract will be funded by the FY 2019 Aviation Operating and Maintenance Fund budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Star Shuttle, Inc. to provide supplemental busing services for the Aviation Department. The Aviation Department operates a shuttle bus service to transport passengers and employees to and from the economy parking lots at San Antonio International Airport. Supplemental busing services are sometimes needed to meet peak demand or to cover City employed bus drivers when they are on leave. The recommended contractor will provide buses and drivers on an on-call basis.

On November 8, 2018, the City issued a Request for Competitive Sealed Proposals for “Annual Contract for Supplemental Busing Services for San Antonio International Airport” (RFCSP 6100010848). One proposal was received from Star Shuttle, Inc. on December 12, 2018 and deemed eligible for evaluation.

The evaluation committee consisted of representatives from the Aviation Department and two external members. The Finance Department, Purchasing Division facilitated by ensuring compliance with City

procurement policies and procedures.

The evaluation of the responsive proposal was based on the firm's experience, background, qualifications; proposed plan and price schedule. After committee review and discussion, Star Shuttle, Inc. was recommended for award by the evaluation committee based upon consensus scoring.

The initial term of the agreement shall be for the period April 1, 2019 through March 31, 2022. Two additional one-year renewals at the City's option will also be authorized by this ordinance.

ISSUE:

If approved, the contract with Star Shuttle, Inc. will provide the Aviation Department with access to supplemental busing services in the estimated annual amount of \$126,000.00.

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.

The recommended award is an exception to the Local Preference Program.

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

ALTERNATIVES:

Should this contract not be approved, the Aviation Department will have to obtain busing services on an as needed basis which could result in higher pricing and negatively impact customer service resulting in longer wait times and missed flights.

FISCAL IMPACT:

This ordinance authorizes a contract with Star Shuttle, Inc. to provide supplemental busing services for an estimated amount of \$126,000.00 annually. Funding for this contract is available through the FY 2019 Aviation Department's Operating and Maintenance Fund.

RECOMMENDATION:

Staff recommends the approval of this annual contract with Star Shuttle, Inc. for an estimated annual amount of \$126,000.00.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contract Disclosure Form is required.