



City of San Antonio

Agenda Memorandum

File Number:19-3924

Agenda Item Number: 8.

Agenda Date: 6/6/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

6/6/2019 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 contract, for an estimated annual cost of \$671,000.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the term of the contract:

- A. Graybar Electric Company, Inc. for Electrical Supplies, Wire and Cable, \$516,000.00 annually (1 contract, Citywide)
- B. CDSI, Inc. DBA Champion Diversified Services for Window Washing Services for the Alamodome, \$45,000.00 annually; \$225,000.00 total contract value (1 contract, Convention and Sports Facilities)
- C. TexDoor, LTD. for Automatic Gates - Maintenance & Repairs, \$110,000.00 annually (1 contract, Citywide)

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. Graybar Electric Company, Inc. for Electrical Supplies, Wire and Cable, \$516,000.00 annually, upon award through March 31, 2021 with one, one-year renewal option - will provide the purchase and delivery of various electrical supplies including wire and cable, for Citywide departments. These supplies are utilized to support maintenance, repair or new electrical installation and lighting at City facilities.

B. CDSI, Inc. DBA Champion Diversified Services for Window Washing Services for the Alamodome, \$45,000.00 annually; \$225,000.00 total contract value, October 01, 2019 through September 30, 2022 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 window washing services at the Alamodome. The contractor will provide window washing services in two cycles annually to the internal and external windows and doors of the facility to maintain the cleanliness and appearance of the Alamodome keeping it a viable location to attract events to the City of San Antonio.

C. TexDoor, LTD. for Automatic Gates - Maintenance & Repairs, \$110,000.00 annually, upon award through April 30, 2022 with two, one-year renewal options - will provide the City with a qualified contractor to provide scheduled preventive maintenance services and repairs at approximately 20 locations consisting of 80 automatic gates for the following departments: Building & Equipment Services, Convention & Sports Facilities, and the Solid Waste Management Department. Contractor shall also provide all labor, materials, parts and equipment to provide gate repair services on an as-needed basis for approximately 28 Fire Department locations and two San Antonio Police Department locations. These two departments comprise an additional 35 automatic gates. This contract also includes pricing for new services added during the term of the contract for automatic gate types such as slide gates, cantilever gates, swing gates, vertical lift gates, single/double roller gates, and barrier arm gates.

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. Electrical Supplies, Wire and Cable - This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this 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 non-professional service 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. CDSI, Inc. DBA Champion Diversified Services is a small, minority-owned firm that will be self-performing the 31% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

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

C. Automatic Gates - Maintenance & Repairs - 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 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 service contracts, so no preference was applied to this contract.

ALTERNATIVES:

A. Electrical Supplies, Wire and Cable - Should this contract not be approved, Building and Equipment Services along with other departments such as Convention and Sports Facilities (CSF) and Aviation will not have a reliable and continuous supply of electrical supplies, wire and cable necessary for general routine and preventive maintenance repairs.

B. Window Washing Services - Should this contract not be approved, the Alamodome 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 Alamodome.

C. Automatic Gates - Maintenance & Repairs - Should this contract not be approved, the departments 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 timeliness of services.

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 these 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 Contract Disclosure Forms are not required.

