



City of San Antonio

Agenda Memorandum

File Number:19-4261

Agenda Item Number: 6.

Agenda Date: 6/13/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Purchase, Inspection & Maintenance of Fire Extinguishers

SUMMARY:

This ordinance authorizes a citywide contract with Cintas Corporation to provide for the purchase, inspection and maintenance of portable fire extinguishers located at various facilities throughout the City for an estimated annual cost of \$90,000.00. Funding for this contract is available through the departments' FY 2019 Operating Budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the proposal submitted by Cintas Corporation to provide new extinguishers and to perform scheduled annual inspection, testing, maintenance and repair services for existing fire extinguishers located at various facilities throughout the City. Cintas shall provide all services in accordance with the National Fire Protection Association (NFPA).

The City issued a Request for Competitive Sealed Proposal for "Annual Contract for Purchase, Inspection & Maintenance of Fire Extinguishers" (RFCSP 6100010951) on February 11, 2019, with a submission deadline of March 18, 2019. One proposal was received from Cintas Corporation and deemed eligible for evaluation.

The evaluation committee met on April 18, 2019 to evaluate the one responsive proposal received. The evaluation committee consisted of representatives from the Building & Equipment Services Department, San Antonio Fire Department, Convention & Sports Facilities Department, and Parks and Recreation Department.

The Finance Department, Purchasing Division, facilitated by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm's qualifications, experience, service quality, previous performance, proposed plan, and price schedule. Additional categories of consideration included references and financial qualifications. After committee review and discussion, Cintas Corporation was recommended for award by the evaluation committee based on a consensus scoring.

The initial term of the agreement shall be July 1, 2019 through September 30, 2022. Two additional one-year renewals at the City's option shall be authorized by this ordinance.

ISSUE:

This contract will provide a qualified contractor for the purchase, inspection, testing and maintenance of fire extinguishers at various facilities throughout the City. Cintas Corporation will provide an extinguisher exchange program for the City. In lieu of Cintas performing inspection, testing and maintenance services onsite at each City facility, Cintas will remove the existing extinguishers and replace with fully serviced extinguishers on a rotation basis.

These services are required to preserve the safety, reliability and functionality of fire extinguishers in accordance with National Fire Protection Association regulations.

Scheduled annual maintenance services include providing the necessary labor, materials, equipment, tools, transportation, supervision, service reports, supplies, inspections, testing, and replacement of parts necessary for the maintenance of fire extinguishers.

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.

This contract is an exception to the Local Preference Program.

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

ALTERNATIVES:

Should this contract not be approved, City Departments would be required to procure annual inspection and maintenance services for fire extinguishers on an as-needed basis which could lead to equipment safety issues, inconsistent service and delay in response time for maintenance and repair requests. Processing individual procurements will affect the cost and timely delivery of services due to lack of a contract.

FISCAL IMPACT:

This ordinance authorizes a citywide contract with Cintas Corporation for the purchase, inspection and maintenance of portable fire extinguishers installed throughout City facilities for an estimated annual cost of \$90,000.00. 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 approval of this citywide contract with Cintas Corporation for the purchase, inspection and maintenance of portable fire extinguishers installed throughout City facilities for an estimated annual cost of \$90,000.00.

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