



# City of San Antonio

## Agenda Memorandum

**File Number:**19-4363

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**Agenda Item Number:** 29.

**Agenda Date:** 6/20/2019

**In Control:** City Council A Session

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**DEPARTMENT:** Information Technology Services

**DEPARTMENT HEAD:** Craig Hopkins

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Repurposing of Electronic Assets

### **SUMMARY:**

This ordinance authorizes a contract with STS Electronic Recycling for a (1) year period, with (4) additional one year period renewal options available to manage a technology equipment repurposing program for the Information Technology Services Department. The program will repurpose equipment identified through the City's Computer and Technology Life Cycle Replacement Program. Currently all IT assets are picked up by a salvage company and the devices are destroyed.

With this contract, STS Electronic Recycling will repurpose devices that are no longer being utilized for City business and will provide a portion of them to designated agencies. Recipient agencies may include non-profit organizations or other charitable organizations preferably within the San Antonio city limits.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by STS Electronic Recycling to manage the City's technology repurposing program. The City intends to repurpose equipment identified through the City's Computer and Technology Life Cycle Replacement Programs. STS Electronic Recycling will remove the City's surplus IT equipment at no cost to the city. The vendor will offset the costs it incurs in the repurposing process by remarketing 60% of surplus technology equipment and recycling 10% in a City approved e-waste program. In addition, STS Electronic Recycling will dedicate 30% of the refurbished assets to designated recipient agencies at no cost to the recipient agencies. Recipient agencies may include non-profit organizations

or other charitable organizations preferably within the San Antonio city limits.

The City issued a Request for Proposals (RFP 19-014, 6100010861) for the Repurposing of Electronic Assets on February 9, 2018 with a submission deadline of March 11, 2019. The City received two responsive proposals.

The evaluation committee consisted of representatives from various divisions within the Information Technology Services Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 45 points allotted for experience, background, qualifications; 25 points allotted for proposed plan; 15 points allotted for respondent's price schedule; 10 points allotted for Local Preference Program Ordinance and 5 points allotted for Veteran-Owned Small Business Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on April 25, 2019 to discuss the responsive proposals received. Once individual scores were submitted and finalized, aggregate scores for each respondent were then presented.

Once the evaluators' scores were finalized, pricing scores were revealed. STS Electronic Recycling received the highest ranking and was recommended for award by the evaluation committee.

A contract awarded in response to this RFP will be for a one (1) year period. The City shall have the option to renew for four (4), additional one (1) year periods without further City Council approval.

#### **ISSUE:**

This contract will provide the City of San Antonio Information Technology Services Department with a vendor to manage a technology equipment repurposing program that will repurpose equipment identified through the City's Computer and Technology Life Cycle Replacement Programs.

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.

#### **ALTERNATIVES:**

Should this contract not be approved, the City of San Antonio Information Technology Services Department would continue recycling and destroying end of life electronic assets and provide no extra value to the community.

#### **FISCAL IMPACT:**

This ordinance authorizes a contract with STS Electronic Recycling for a (1) year period, with (4) additional one year period renewal options available to manage a technology equipment repurposing program for the Information Technology Services Department. The program will repurpose equipment identified through the City's Computer and Technology Life Cycle Replacement Program. STS Electronic Recycling will remove the City's surplus IT equipment at no cost to the city. The vendor will offset the costs it incurs in the repurposing

process by remarketing 60% of surplus technology equipment and recycling 10% in a City approved e-waste program. In addition, STS Electronic Recycling will dedicate 30% of the refurbished assets to designated recipient agencies at no cost to the recipient agencies. Recipient agencies may include non-profit organizations or other charitable organizations preferably within the San Antonio city limits. This has no fiscal impact.

**RECOMMENDATION:**

Staff recommends the approval of this contract with STS Electronic Recycling.

This contract is procured by means of Request for Proposals and a Contracts Disclosure Form is required.