



City of San Antonio

Agenda Memorandum

File Number:19-4817

Agenda Item Number: 6.

Agenda Date: 8/8/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

8/8/2019 Annual Contracts

SUMMARY:

An ordinance awarding four 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 \$365,946.00. 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. Advanced Healthstyles Fitness Equipment, Inc. for Fitness Equipment for SAPD Substations, \$76,250.00 annually; \$305,000.00 contract period (1 contract, San Antonio Police Department)
- B. 24-7 Software, Inc. for Incident Management System for CSF, \$46,000.00 annually; \$92,000.00 contract period (1 contract, Convention and Sports Facilities)
- C. Unifirst Corporation for Work Uniform Rental & Laundry Service, \$175,000.00 annually (1 contract, Citywide)
- D. Digital Markets, Inc. DBA Vista Com for Amendment for Purchase and Installation of Logging Recorders for the San Antonio Public Safety Radio System, \$68,696.00 increase; \$1,316,619.00 total contract value (1 contract, Aviation)

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.

Contract procured on the basis of low bid:

A. Advanced Healthstyles Fitness Equipment, Inc. for Fitness Equipment for SAPD Substations, \$76,250.00 annually; \$305,000.00 contract period, upon award through June 30, 2021 with two, one year renewal options - will provide the City of San Antonio Police Department with new fitness equipment, inclusive of all labor, material and equipment necessary for the inside delivery and installation of the fitness equipment for six SAPD substations.

Sole Source:

B. 24-7 Software, Inc. for Incident Management System for CSF, \$46,000.00 annually; \$92,000.00 contract period, upon award through July 31, 2020, with a one year renewal option - will continue to provide the Convention and Sports Facilities Department with an incident management reporting system at the Henry B. Gonzalez Convention Center and Alamodome. The software reporting program includes modules for incident management reporting, 2-way text communication, activity logs, applications for 2-way hand held devices, lost and found capabilities, and for radio frequency identification for security control of the equipment and location inspections. These modules will allow staff to report and handle all incidences at an event in a timely manner which is vital to ensuring the safety of patrons visiting the facilities. The Contractor shall provide required maintenance at no additional cost to the City. The incident management reporting system was implemented at the Convention Center in 2014 and at the Alamodome in 2017.

These items are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

Cooperative:

C. Unifirst Corporation for Work Uniform Rental & Laundry Service, \$175,000.00 annually, upon award through May 31, 2020 with one, one-year renewal option - will provide City departments with work uniform rental and laundry service for use by approximately 700 City employees composed of trades, janitorial, maintenance, public works, management and office staff. The uniform categories include custodial & maintenance, supervisory/executive and trade related uniforms. The items in these categories include industrial pants, shorts, work shirts, woven commercial shirts, executive men/women shirts, smocks, lab coats, aprons, and lightweight, mid-heavy weight insulated outerwear, and coveralls. This contract does not include any type of footwear or accessories.

This procurement is made utilizing the BuyBoard cooperative contract number 587-19 and will be made in accordance with Interlocal Agreement approved through Ordinance Number 97097 passed on January 30, 2003.

Amendment:

D. On June 22, 2017, City Council approved and issued Ordinance 2017-06-22-0486 authorizing the City to execute a contract with Digital Markets, Inc. DBA Vista Com for logging recorders to record, monitor and playback all phone and radio communications for the San Antonio Public Safety Radio System, used by both

SAPD and SAFD, and for Bexar Met 911. This amendment will provide the Aviation Department with the same equipment and services. The contract term was for a period of one year with eight, one year options to renew.

This amendment to the City's contract with Digital Markets, Inc. DBA Vista Com, approved by Ordinance 2017-06-22-0486, will provide the Aviation Department's communications center with logging recorders and related services to record, monitor and playback all phone and radio communications. The proposed amendment, in the amount of \$68,696.00, will be an Aviation Department expense and cover the initial hardware purchase, software installation and all necessary on-going maintenance and support through the contract term. The revised contract value will be \$1,316,619.00.

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. Fitness Equipment, Inc. for SAPD Substations

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.

In accordance with the Local Preference Program, no local preference was applied, since the local bidder is not within 3% of the recommended lowest non-local bidder.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

B. Incident Management System for CSF

This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA program. This contract 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.

C. Work Uniform Rental & Laundry Service

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.

This contract 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.

D. Amendment to contract for the Purchase and Installation of Logging Recorders -

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:

A. Fitness Equipment, Inc. for SAPD Substations - Should this contract not be approved, SAPD would be required to purchase fitness equipment on an as needed basis, wherein increased costs due to non-contract buying could be realized and cause a delay in delivery times.

B. Incident Management System for CSF - Should this contract not be approved, the Convention and Sports Facility Department would not be able to accurately report and handle all incidences at the Henry B. Gonzalez Convention Center and the Alamodome in a timely manner which is vital to ensuring the safety of patrons visiting the facilities.

C. Work Uniform Rental & Laundry Service - Should this contract not be approved, City departments will be required to secure rental and laundry services for uniform garments on an as needed basis resulting in increased costs and a potential delay in uniform delivery.

D. Amendment to contract for the Purchase and Installation of Logging Recorders - Should this amendment not be approved, the Aviation Department would need to obtain a system and service through other means because the current logging recorder solution is obsolete and no longer supported. The Department needs to convert to another system as soon as possible to obtain a reliable replacement for this critical piece of equipment.

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, sole source, cooperative purchase, and amendment and Contract Disclosure Forms are not required.