



# City of San Antonio

## Agenda Memorandum

**File Number:** 19-5433

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**Agenda Item Number:** 8.

**Agenda Date:** 8/15/2019

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Modular Office Building for Animal Care Services

### **SUMMARY:**

This ordinance authorizes a contract with Vanguard Modular Building Systems, LLC, utilizing The Interlocal Purchasing System (TIPS) Contract #170903 to replace an existing modular office building located at the Animal Care Services Department facility for an amount not to exceed \$103,841.00. Funding for this contract is available through the FY 2019 General Fund Budget.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is an offer submitted by Vanguard Modular Building Systems, LLC, utilizing The Interlocal Purchasing System (TIPS) Contract #170903 to replace an existing modular office building located at the Animal Care Services Department facility. The contractor will be responsible for removing the existing building and placing the new building. Use of a purchasing cooperative allows the Animal Care Services Department to specify a pre-engineered building that meets desired design and functionality requirements and be installed in timely manner to ensure continuity of operations.

The San Antonio Animal Care Services Department's (ACS) facility opened in 2007. The facility was not designed to house the robust catalog of community programs currently in place and in mind for the future. With the growth of services, ACS has grown the number of personnel in the department which has resulted in the need for expanded office space. To meet this need ACS took possession of a used portable building from the San Antonio Fire Department in 2012.

The portable building is utilized to house the animal care attendants' break room, restrooms and leadership offices which include the manager, and three supervisors. In total, twenty-nine personnel rely on this space over two main work shifts. The current building has reached the end of its life cycle and must be replaced. For the duration of this project, the animal care staff will be displaced and must utilize areas already taxed by the needs of the personnel currently assigned to them.

The City issued a Request for Offer (RFO) for "ACS - Shelter Trailer" (RFO, 6100011768) on July 5, 2019 with a submission deadline of July 12, 2019. The offer submitted by Vanguard Modular Building Systems, LLC is in accordance with TIPS Contract #170903.

The term of the agreement shall begin upon approval of the contract by City Council and conclude upon acceptance of all work. The life expectancy of the new modular building is 20 years.

### **ISSUE:**

This purchase is made pursuant to an Interlocal agreement with Region 8 Education Service Center's purchasing cooperative, known as The Interlocal Purchasing System (TIPS), approved by ordinance 2009-12-10-1002, on December 10, 2009.

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 (VOSB) Preference Program does not apply so no preference was applied to this contract.

### **ALTERNATIVES:**

Should this contract not be approved, the San Antonio Animal Care Services Department will have to initiate a new procurement process to purchase the needed portable building.

### **FISCAL IMPACT:**

This ordinance authorizes a contract with Vanguard Modular Building Systems, LLC, utilizing The Interlocal Purchasing System (TIPS) Contract #170903, to replace an existing modular office building located at the Animal Care Services Department facility in an amount not to exceed \$103,841.00. Funding for this contract is available through the FY 2019 General Fund Budget.

### **RECOMMENDATION:**

Staff recommends the approval of the contract with Vanguard Modular Building Systems, LLC, utilizing The Interlocal Purchasing System (TIPS) Contract #170903 in the amount of \$103,841.00 to replace an existing modular office building located at the Animal Care Services Department facility.

This contract is procured by means of a cooperative purchasing agreement, therefore a Contract Disclosure form is not required.