



City of San Antonio

Agenda Memorandum

File Number:19-6113

Agenda Item Number: 10.

Agenda Date: 9/19/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

9/19/2019 Annual Contracts

SUMMARY:

An ordinance awarding fourteen 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 \$1,970,165.00. 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. Drileck Enterprises dba Fast Signs San Antonio NW for Solid Waste Management Department Cart Stickers, \$92,000.00 annually (1 contract, Solid Waste Management Department)
- B. Kent Powersports, LP and Overseas Parts Distributing Inc., dba Alamo BMW for Police Motorcycles Parts & Services, \$100,000.00 annually (2 contracts, San Antonio Police Department)
- C. NewsBank, Inc. for Newsbank Database & Newspaper Archive Service, \$74,906.00 Initial Year; \$397,688.00 total contract value (1 contract, San Antonio Public Library)
- D. Climatec, LLC for HVAC Monitoring, \$40,784.00 Initial Year; \$203,920.00 total contract value (1 contract, San Antonio Public Library)
- E. Creative Software Solutions, LLC dba MJM Innovations for Senior Center Software & Equipment Updates, \$288,295.00 Year 1; \$760,855.00 total contract value (1 contract, Department of Human Services)

F. Innovyze, Inc. for XPSTORM Software & XPERTCARE, \$14,180.00 Year 1; \$75,283.54 total contract value (1 contract, Transportation & Capital Improvements)

G. Atlas Body Shop, Collision San Antonio, Express Collision Center, Pro Care Automotive, LLC, Red McCombs Ford, d/b/a Red McCombs Collision Center, Star Collision Repair, LLC, and Southwest Paint and Body for On-Call Collision Repairs for Sedans & Light-Duty Pickup Trucks, \$1,360,000.00 annually (7 contracts, Building and Equipment Services)

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. Drileck Enterprises dba Fast Signs San Antonio NW for Solid Waste Management Department Cart Stickers, \$92,000.00 annually, upon award through December 31, 2020 with two, one year renewal options - will provide for the purchase of vinyl all-weather cart stickers of different sizes for the City of San Antonio Solid Waste Management Department (SWMD). The cart stickers will be utilized to help to ensure residents know what specific items can or cannot be accepted according to the City's recycling, organics and garbage programs.

B. Kent Powersports, LP and Overseas Parts Distributing Inc., dba Alamo BMW for Police Motorcycles Parts & Services, \$100,000.00 annually, October 1, 2019 through October 31, 2022 with two, one year renewal options - will provide the San Antonio Police Department (SAPD) with two certified contractors to provide Honda and BMW Motorcycle parts, maintenance and repair services. These motorcycles are utilized by SAPD's Traffic Patrol Unit for general traffic safety and for traffic citation duties. Regularly scheduled preventive maintenance and repair services are required to provide safe and reliable operations as well as ensure the full service life of the motorcycles. SAPD currently has 26 Honda motorcycles in their fleet and will add 5 BMW stock motorcycles in fiscal year 2020. Motorcycles shall be serviced by certified repair technicians during and post manufacturer's warranties.

Sole Source:

C. NewsBank, Inc. for Newsbank Database & Newspaper Archive Service, \$74,906.00 Initial Year; \$397,688.00 total contract value, October 1, 2019 - September 30, 2020 with four, one-year renewal options - will provide an online subscription for in house and remote web-based online access 24 hours a day, seven days a week to the San Antonio Express News, the only major newspaper for the City, as well as a subscription to America's Obituaries and Death Notices database. These online resources are primarily used for local historical and genealogical research in the Central Library Texana and Reference Units. These products support the Library first strategic goal of providing access and support to educational and learning opportunities. This contract also provides for the procurement of the San Antonio Express News through a newspaper archive service for the San Antonio Public Library.

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.

D. Climatec, LLC for HVAC Monitoring, \$40,784.00 Initial Year; \$203,920.00 total contract value, October 1, 2019 - September 30, 2020 with four, one-year renewal options - will provide the monitoring and control of proprietary Heating, Ventilation and Air Conditioning (HVAC) systems at Central Library, McCreless Branch Library, Parman Branch Library, and Semmes Branch Library. The contract includes online monitoring of the systems with the option of on-site visits if deemed necessary, and for periodic floorplan and major system graphics inspections and the latest user interface software revisions to ensure optimum efficiency of the systems. Additionally, the contract provides for priority service response and 24-hour emergency service. Optional training classes for City staff to better understand and assist vendor staff in diagnosing system functionality will also be provided.

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E. Creative Software Solutions, LLC dba MJM Innovations for Senior Center Software & Equipment Updates, \$288,295.00 Year 1; \$760,855.00 total contract value, upon award through September 20, 2020 with four, one year renewal options - will provide the City of San Antonio Department of Human Services with the purchase and delivery of updated equipment and continued software maintenance related to the Senior Services Division. In April 2017, the Department of Human Services, Senior Services Division, went live with a vendor hosted and cloud based application solution to automate manual business processes for client data and service delivery recording and tracking. The business application/system included features and functionality that meets detailed requirements in the following component areas: member registration, events management, activity tracking, meal compliance management, volunteer tracking/scheduling, transportation tracking and reporting.

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.

F. Innovyze, Inc. for XPSTORM Software & XPERTCARE, \$14,180.00 Year 1; \$75,283.54 total contract value, upon award through August 30, 2020 with four, one year renewal options - will provide for the continued maintenance and technical support services for the single user XPSWMM license currently owned and used by the Transportation & Capital Improvements Department.

XPSTORM is an advanced 2D Hydrologic and Hydraulic (H&H) modeling software program. The program is often used to model flooding impacts in urban areas, which is directly pertinent to San Antonio floodplain management. XPSTORM is used by engineers to analyze runoff and design drainage systems for both private development and capital projects. It is necessary that department staff have the software to ensure adequate review design submittals for these projects. The Transportation & Capital Improvements (TCI) Department, Storm Water Division, has used this program for several years and will continue using it as more 2D H&H models are submitted.

Innovyze is the sole developer and distributor of the XPSTORM software package, which is used for dynamic modeling of storm water and riverine systems. Innovyze's XPSTORM solution for flood modeling is selected by FEMA and is integrated into TCI Storm Water Engineering analytics and plan review modeling. The software package is used in the review of private development and capital improvement program drainage projects, including multiple bond projects.

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.

Unforeseen Damage Exemption:

G. Atlas Body Shop, Collision San Antonio, Express Collision Center, Pro Care Automotive, LLC, Red McCombs Ford, d/b/a Red McCombs Collision Center, Star Collision Repair, LLC, and Southwest Paint and Body for On-Call Collision Repairs for Sedans & Light-Duty Pickup Trucks, \$1,360,000.00 annually, upon award through June 30, 2022, with two, one year renewal options - will provide on-call collision repair services for sedans and light-duty pickup trucks of all makes and models in the City's fleet. This contract will be utilized by Building and Equipment Services Department and will be awarded to multiple contracted vendors allowing for a more timely return of vehicles to service. There are approximately 2,820 mixed model sedans and light-duty pickup trucks in the City's fleet.

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. Solid Waste Management Department Cart Stickers - 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.

B. Police Motorcycles Parts & Services - 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.

C. Newsbank Database & Newspaper Archive Service - 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 goods/supplies contracts, so no preference was applied to this contract.

D. HVAC Monitoring - 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 goods/supplies contracts, so no preference was applied to this contract.

E. Senior Center Software & Equipment Updates - 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 goods/supplies contracts, so no preference was applied to this contract.

F. XPSTORM Software & XPERTCARE - 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 goods/supplies contracts, so no preference was applied to this contract.

G. On-Call Collision Repairs for Sedans & Light-Duty Pickup Trucks - 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 Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

A. Solid Waste Management Department Cart Stickers - Should this contract not be approved, the department will be required to purchase cart stickers on an as needed basis, wherein increased costs due to non-contract buying could be realized.

B. Police Motorcycles Parts & Services - Should this contract not be approved, SAPD would be required to procure services on an as needed basis. This could increase the cost of the parts and service, as well as increase the downtime of motorcycles.

C. Newsbank Database & Newspaper Archive Service - Should this contract not be approved, the patrons and

staff of the San Antonio Public Library would have to manually conduct their own research from various platforms which could be time consuming. This contract will allow the patrons of the San Antonio Library System to utilize electronic databases that can provide an access point to quickly deliver research information required for personal, academic or work related use.

D. HVAC Monitoring - Should this contract not be approved, the San Antonio Public Library would have to procure HVAC monitoring repair services on an as-needed basis which could delay returning the proprietary HVAC monitoring system to an operational condition.

E. Senior Center Software & Equipment Updates - Should this contract not be approved, the City of San Antonio Department of Human Services would not be able to effectively maintain the Senior Center Automation application nor provide the updates needed to keep the system working efficiently. This could force a return to manual processes.

F. XPSTORM Software & XPERTCARE - Should this contract not be approved, the Transportation and Capital Improvements Department will not be able to adequately review drainage analysis and design for certain capital projects, development projects and FEMA floodplain reviews that involve advanced 2D modeling.

G. On-Call Collision Repairs for Sedans & Light-Duty Pickup Trucks - Should this contract not be approved, Building and Equipment Services will be required to procure collision repairs on an as-needed basis which may result in higher pricing and delays in returning equipment to service.

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, and unforeseen damage exemption and Contract Disclosure Forms are not required.