



# City of San Antonio

## Agenda Memorandum

**File Number:**19-7119

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**Agenda Item Number:** 5.

**Agenda Date:** 1/16/2020

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Vehicle Based Global Positioning System

### **SUMMARY:**

This ordinance authorizes a contract with E.J Ward, Inc. to provide for the purchase, installation and maintenance of vehicle-based Global Positioning System (GPS) units for an initial quantity of 320 vehicles for a cost of \$445,452.00. Funding for this contract is available through the FY 2020 Development Services and Facilities Services Fund Budgets. Additionally, this contract will provide contract capacity based on established unit pricing to equip additional vehicles in the City's fleet, as needed. Funding for additional purchases will be subject to appropriation as part of the annual budget process.

### **BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is the proposal from E.J. Ward, Inc. to provide for the purchase, installation and maintenance of vehicle based GPS units for an initial quantity of 320 vehicles. Additionally, this contract will provide contract capacity to equip additional vehicles in the City's fleet, as needed.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Vehicle Based GPS Solution" (RFCSP 6100011346) on March 25, 2019, with a submission deadline of May 1, 2019. Fourteen proposals were received and all were deemed responsive for evaluation. E.J. Ward, Inc. was selected based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Development Services Department, Building and Equipment Services Department and 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; 35 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on June 5, 2019 to discuss and score the responsive proposals received. Upon completion of initial scoring, the evaluation committee short-listed the top five respondents. The short-listed firms participated in interviews and demonstrations which were held on June 24 and June 25, 2019. On July 12, 2019, the evaluation committee met to discuss and score the proposals. Once individual scores were submitted and finalized, aggregate scores for each respondent were then presented.

Upon completion of final scoring, the committee elected to complete a proof of concept process with the top ranked respondent, E.J. Ward, Inc. The proof of concept period began on July 31, 2019 and ended on August 14, 2019 during which time the City tested the proposed solution in City vehicles against scenarios that provided feedback to include near real time vehicle reporting of vehicle position, idling and direction; breadcrumb trail historical route data; and consistent geo-fencing alert reporting data. Representatives from the Development Services, Building and Equipment Services and the Information Technology Services Departments reported back to the Finance Department - Purchasing Division that the proof of concept was successful. A successful vendor letter was sent to E.J. Ward, Inc. on August 30, 2019.

The initial term of the agreement shall begin upon the effective date of the ordinance awarding this contract. This contract shall terminate on August 31, 2020. Four additional one-year renewals at the City's option shall also be authorized by this ordinance.

## **ISSUE:**

This ordinance authorizes a contract with E.J. Ward, Inc. to provide the Development Services and Building Equipment Services departments with the ability to track and manage vehicles with installed GPS units. The vehicle's GPS system will not only track location, but will also include an accelerometer which will track functions such as harsh acceleration/braking, speeding and idling. Reporting will be available in near real time. This contract will also allow for the scaling of the solution to other departments, as needed.

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 to non-professional service contracts, so no preference was applied to this contract.

## **ALTERNATIVES:**

Should this contract not be awarded, the City will not be able to actively manage the Development Services and Building Equipment Services departments' fleets or be able to hold personnel accountable for use violations of the specific vehicle to which they may be assigned.

**FISCAL IMPACT:**

This Ordinance authorizes a contract with E.J Ward, Inc. to provide for the purchase, installation and maintenance of vehicle-based Global Positioning System (GPS) units for a quantity of 320 vehicles for a total cost of \$445,452.00. Funding for this contract is available through the FY 2020 Development Services and Facility Services Fund Budgets. Future funding for this contract is contingent upon City Council appropriations in future fiscal years.

All expenditures will be in accordance with the Department's adopted budget approved by City Council. Contract expenditures in the amount of \$392,554.57 will be allocated to the Development Services Fund and \$52,897.43 to the Facilities Services Fund for a total contract cost of \$445,452.00. Future purchases will be allowed based on established unit pricing and contingent upon City Council appropriations in future fiscal years.

**RECOMMENDATION:**

Staff recommends approval of the contract with E.J. Ward, Inc. to provide the Development Services and Building Equipment Services departments with a contract to provide for the purchase, installation and maintenance of vehicle based GPS units for an initial quantity of 320 vehicles for a cost \$445,452.00. Additionally, this contract will build contract capacity based on unit pricing for additional vehicles in the City's fleet, as needed.

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