



# City of San Antonio

## Agenda Memorandum

**File Number:**20-3164

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**Agenda Item Number:** 9.

**Agenda Date:** 6/4/2020

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT DIRECTOR:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Vehicle Diagnostic Software and Technical Support Service

### **SUMMARY:**

An ordinance approving a contract with Trittech Enterprises, LLC to provide Vehicle Diagnostic Software and Technical Support Services to be utilized by the Solid Waste Management and Aviation Departments in the amount of \$281,904.85 over a four-year period. Funding in the amount of \$99,490.00 is available from the FY 2020 Fleet Services Fund and in the amount of \$27,025.65 from the FY 2020 Airport Operating and Maintenance Fund. Funding for subsequent fiscal years is subject to City Council approval of the annual budget and funds.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by Trittech Enterprises, LLC to provide Vehicle Diagnostic Software and Technical Support Service to be utilized by the Fleet Divisions of the Solid Waste Management and Aviation Departments. The City's vehicle fleet is a diverse set of equipment that includes commercial/on-road, off-road, and non-self-propelled equipment such as regular vehicles, trucks, tractors, and utility vehicles using various fuel types. This diagnostic software and technical support service will provide support to approximately 1,500 vehicles used by various City departments. The software can work as a standalone diagnostic tool or in conjunction with all OEM applications on a broad range of heavy duty vehicles. Software will be installed on City owned laptop computers.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Vehicle Diagnostic Software and Technical Support Service" (RFCSP 20-024, 6100012309) on February 14, 2020 and one proposal was received on March 16, 2020 and was deemed eligible for evaluation. Trittech Enterprises, LLC was selected based the

City's standard RFCSP process.

The evaluation committee met on March 19, 2020 to evaluate the one proposal received. The evaluation committee consisted of representatives from the Solid Waste Management Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm's qualifications, experience, and quality of service, previous performance, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications. After committee review and evaluation, Tritech Enterprises, LLC was recommended for award by the evaluation committee based on consensus scoring.

#### **ISSUE:**

This contract will provide Vehicle Diagnostic Software and Technical Support Service to be utilized by the Solid Waste Management and Aviation Departments. This diagnostic software and technical support service will provide vehicle diagnostic and troubleshooting assistance for approximately 1500 vehicles used by different City departments. The vendor will provide access to on-demand call center for technical support with experienced and certified technicians that have experience with engines, transmissions, ABS Systems, and hydraulic systems.

The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract (SBEDA) Program with five (5) SBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as SBE located within the San Antonio Metropolitan Statistical Area and five (5) M/WBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as M/WBE located within the San Antonio Metropolitan Statistical Area. However, Tritech Enterprises, LLC was not eligible to receive any preference points.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional services; therefore, no preference was applied to this contract.

#### **ALTERNATIVES:**

Should this contract not be approved, the Solid Waste Management Department will have to continue using outside vendors to provide vehicle diagnostic and troubleshooting assistance, potentially increasing downtime of the units. In addition, processing individual procurements on an as needed basis will affect the cost of services due to non-contract pricing.

#### **FISCAL IMPACT:**

This ordinance approves a contract with Tritech Enterprises, LLC to provide Vehicle Diagnostic Software and Technical Support Services to be utilized by the Solid Waste Management and Aviation Departments for an estimated total contract value of \$281,904.85 over a four-year period. Funding in the amount of \$99,490.00 is available from the FY 2020 Fleet Services Fund and in the amount of \$27,025.65 from the FY 2020 Airport Operating and Maintenance Fund. Funding for subsequent fiscal years is subject to City Council approval of the annual budget and funds.

#### **RECOMMENDATION:**

Staff recommends the approval of this contract with Tritech Enterprises, LLC to provide the Solid Waste

Management Department and Aviation Department with Vehicle Diagnostic Software and Technical Support Service for a total contract value of \$281,904.85.

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