



# City of San Antonio

## Agenda Memorandum

**File Number:20-3333**

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**Agenda Item Number:** 10.

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

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract Extensions

**SUMMARY:**

An ordinance extending twelve annual contracts to continue to provide the City departments with necessary commodities and services for the terms indicated for an estimated cost of \$4,442,996.00. Extension of these contracts is requested due to the number of City staff dedicating significant resources to the COVID-19 response and recovery. As a result, limited resources are currently available to issue new solicitations for goods and services below in which existing contracts are set to expire in the near future. This ordinance provides for the extension of contracts for required goods and services, as needed, and dependent on the Department's available budget, for the following terms.

**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. Extension of these annual contracts will assure that City departments have the required goods and services necessary to support daily operations.

Due to the amount of City staff resources dedicated to the response and recovery efforts related to the COVID-19 pandemic, this has resulted in the delay of issuing solicitations for these required goods and services. In order to avoid any delays in services or obtaining goods needed by various departments, staff is requesting approval of extensions to allow for the continuation of these contracts under the current terms and conditions.

**Contracts expiring June 30, 2020:**

- A. Riverwalk Custodial Services, \$390,000.00 increase for 1 year contract extension with Centro Public Improvement District (1 contract, Center City Development and Operations): This contract will provide custodial services along 6 miles (3 miles on each side) of the San Antonio River Walk for the Center City Development and Operations Department. Services will be performed in two continuous daily overlapping shifts, 6:00 AM - 8:00 PM, 7 days per week, 52 weeks per year, including holidays. In addition, hourly service rates are included and will provide supplemental coverage when requested and on an on-call basis for immediate needs. The contractor will ensure the locations are uniformly clean, hygienic, orderly and attractive. Contractor will provide all labor, material, and cleaning supplies and equipment to perform scope of custodial services which shall include, but not be limited to, sweeping sidewalks, stairwells, and footbridges, collecting litter and plant debris, disposing of trash in receptacles, replacing Contractor furnished trash liners, and cleaning the interior and exterior finishes of outdoor elevators.

The term for the original contract was for May 1, 2015 through June 30, 2018 with two additional one-year renewal options. Change Order 1 will extend the contract with Centro Public Improvement District under the same terms and conditions for an additional year from July 1, 2020 through June 30, 2021.

- B. Natural Creekway Maintenance, \$1,086,096.00 increase for 1 year contract extension with Pozzi Enterprises Inc., dba Border Construction (1 contract, Public Works): This contract will provide maintenance services to the natural creekway along approximately 30 miles of Leon and Salado Creeks and 50 miles of tributary creeks located throughout the City.

The term for the original contract was for April 1, 2016 through June 30, 2019 with one additional one-year renewal option. Change Order 1 will extend the contract with Pozzi Enterprises Inc., dba Border Construction under the same terms and conditions for an additional year from July 1, 2020 through June 30, 2021.

- C. Installs, Removals for Fire Vehicles, \$60,000.00 increase for 1 year contract extension with SAT Radio Communications, LTD, dba Industrial Communications (1 contract, San Antonio Fire Department): This contract will provide the San Antonio Fire and Aviation Departments with a contractor to install, remove and repair electronic safety equipment and communications equipment for the Fire Department and other City vehicles. Fire and Aviation Departments utilize this contract to ensure safe and reliable operation of the 170 fire vehicles and heavy-duty apparatuses currently in service. Contractor will provide installation of lights, sirens, radios, and mobile data terminals and repair services.

The term for the original contract was for April 1, 2015 through June 30, 2018 with two additional one-year renewal options. Change Order 1 will extend the contract with Industrial Communications under the same terms and conditions for an additional year from July 1, 2020 through June 30, 2021.

- D. Purchase & Maintenance of Ambulance Stretchers, Combination Chairs & Cot Holders, \$1,000,000.00 increase for 1 year contract extension with Stryker Sales Corporation (1 contract, San Antonio Fire Department): This contract will provide the San Antonio Fire Department with the purchase and delivery of powered ambulance stretchers as well as the maintenance and extended warranty on ambulance stretchers.

These stretchers are utilized by the Emergency Medical Service Division during emergency incidents for moving and transporting patients. The proposed stretchers have been approved and recommended by the EMS Tool and Equipment Committee. The committee did extensive research on a variety of stretchers and recommended the Stryker brand due to an innovative battery-powered hydraulic system that raises and lowers the patient with the touch of a button, reducing strenuous lifting and the

associated risk of back injury to medics.

SAFD research showed that the Stryker brand met all requirements of crash ratings, patient safety, longevity, ease of use, and paramedic safety. All ambulances are currently configured to accept Stryker stretchers and all paramedics receive specialized stretcher training. As ambulances are removed from service for preventative maintenance or repairs, the paramedics are assigned to other ambulances. By maintaining a standardized fleet, stretchers are interchangeable with all ambulances. As a result, a smaller spare stretcher and parts inventory can be maintained reducing the overall cost to the City.

The term for the original contract was for January 14, 2016 through June 30, 2018 with two additional one-year renewal options. Change Order 1 will extend the contract with Stryker Sales Corporation under the same terms and conditions for an additional year from July 1, 2020 through June 30, 2021.

- E. Akron, Elkhart and Task Force Tips Parts & Repair Services, \$93,750.00 increase for 9 month contract extension with Metro Fire Apparatus Specialists, Inc. (1 contract, San Antonio Fire Department): This contract will provide the SAFD with a contractor to furnish Akron, Elkhart and Task Force Tips parts and equipment repair services at a discounted price for various nozzles, adapters, fittings and valve kits used by firefighters during emergency fire responses. This contract will also be utilized by SAFD to maintain firefighting equipment.

The term for the original contract was for April 1, 2016 through March 31, 2018 with two additional one-year renewal options, plus a 90 day extension period for April 1, 2020 through June 30, 2020. Change Order 1 will extend the contract with Metro Fire Apparatus Specialists, Inc. under the same terms and conditions for an additional 9 month period from July 1, 2020 through March 31, 2021.

- F. Ready Mix Concrete, \$755,000.00 increase for a 180-day contract extension with Vulcan Construction Material (1 contract, Public Works): This contract will provide ready-mix concrete material to be utilized for various applications such as sidewalks, curbs, retaining walls and other construction projects throughout the City.

The term for the original contract was April 13, 2015 through June 30, 2018 with two additional one-year renewal options. Change Order 1 will extend the contract with Vulcan Construction Material under the same terms and conditions for an additional one-hundred eighty day period from July 1, 2020 through December 31, 2020.

- G. Landscaping Services at Various Facilities, \$55,000.00 increase for a 6 month contract extension with Goodwill Industries of San Antonio (1 contract, Citywide): The landscaping services and irrigation inspections, maintenance and repair are required to maintain the grounds appearance of each location while maintaining the functionality of the irrigation systems for approximately 14 locations consisting of PRE-K 4 SA East Campus, Animal Adoption and Veterinary Clinics, Callaghan Service Center, Fire Training Academy, Fire Services Facility, Fire Training Academy, South Channel, Columbus Park, Cameron Median, Hayes St. Bridge, Buena Vista WIC Office, SAMHD Pecan Valley Office, and Fire Station # 50.

The term for the original contract was June 4, 2015 through June 30, 2018 with two additional one-year renewal options. Change Order 7 will extend the contract with Goodwill Industries of San Antonio under the same terms and conditions for an additional six month period from July 1, 2020 through December 31, 2020.

H. Alamodome Fire Sprinkler Inspection and Maintenance, \$47,000.00 increase for a 6 month contract extension with Mulder Fire Protection, Inc. (1 contract, Convention and Sports Facilities Department): This contract will provide Fire Sprinkler Inspections and Maintenance Services for the Alamodome. Fire inspections for public facilities are a requirement of the National Fire Protection Association. Contractor will provide weekly, quarterly, and annual inspections, internal or external pump flow tests, and one 5-year internal valve inspection. The contract also includes labor and materials for repairs and maintenance.

The term for the original contract was for April 16, 2015 through June 30, 2018 with two additional one-year renewal options. Amendment 1 will extend the contract with Mulder Fire Protection, Inc. under the same terms and conditions for an additional 6 month period from July 1, 2020 through December 31, 2020.

**Contract expiring July 31, 2020:**

I. Fire Hoses, \$73,650.00 increase for 6 month contract extension with Municipal Emergency Services, Inc. (1 contract, San Antonio Fire Department): This contract will provide the San Antonio Fire Department (SAFD) with a vendor that can supply fire hoses and couplings that meet the standards of NFPA 1961. The SAFD utilizes fire hose to mitigate fire emergencies such as house, car or grass fires in both residential and commercial settings. The vendor will provide red line booster hoses, double jacket rubber lined and thermoplastic lined fire hoses, large diameter supply lines and woodland forestry fire hoses. Currently, SAFD's entire inventory of hose is manufactured by Firequip. This manufacturer's product was chosen after extensive testing by the Tool and Equipment Committee.

At issue is the fact that different manufacturers have different fitting tolerances resulting in a poor fit between various brands, leading to leakage and unsecure connections. The National Fire Prevention Association (NFPA) 1962 standard dictates that the authority having jurisdiction determines the life expectancy of the hose. Current industry standard is 10 years and current policy with SAFD goes with the same recommendation. Because testing occurs annually, hoses will be replaced consistently throughout the life of the contract.

The term for the original contract was for August 10, 2017 through July 31, 2020. Change Order 1 will extend the contract with Municipal Emergency Services under the same terms and conditions for an additional five months from August 1, 2020 through December 31, 2020.

**Contracts expiring September 30, 2020:**

K. Inspection of Aerial Apparatus & Ground Ladders, \$30,000.00 increase for 1 year contract extension with Diversified Inspections/ITL (1 contract, San Antonio Fire Department): This contract will provide the San Antonio Fire Department (SAFD) with services for the annual inspection of aerial apparatus vehicles (ladder trucks) including front line vehicles, reserve vehicles and ground ladders. Aerial type apparatus includes aerials, aerial platforms and elevated stream devices. The SAFD's fleet inventory includes 27 aerial apparatus and 8,000 feet of ground ladders. This contract provides the SAFD with the third-party inspections required in order to be compliant with the National Fire Protection Association (NFPA) 1911 standard.

The term for the original contract was for July 1, 2015 through September 30, 2018 with two additional one year renewal options. Change Order 1 will extend the contract with Diversified Inspections under the same terms and conditions for an additional year from October 1, 2020 through September 30, 2021.

L. Web-Based Commissary System, \$842,500.00 increase for 1 year contract extension with Galls LLC

and authorize a .6% price increase effective October 1, 2020 in accordance with Consumer Price Index (CPI); (1 contract, San Antonio Fire Department): The City requires a program by which a contractor, experienced in the supply of uniforms, will operate a web based uniform purchase program. The contractor shall be responsible for all aspects of providing a successful program to include but not limited to the following:

- Maintain a sufficient inventory of high-quality uniform and accessory items
- Receive, process and ship individual orders;
- Perform alterations and repairs to uniform items;
- Provide embroidery, screen printing, and heat pressing services;
- Maintain computerized transaction records by individual customer to include credit balance tracking;
- Supply and maintain all necessary computer hardware and software required for a web based uniform program;
- Provide and operate a customer service facility, to include a full fitter line and sample items, to be staffed by employees familiar with this contract; plus
- Assume responsibility for loss and damage of all items from time of shipment to customer receipt.
- Utilizing a computerized inventory system for tracking the following:
  - Each employee's balance up to \$500 per year;
  - All items issued;
  - All items returned;
  - Verification of order date/time;
  - Shipping date/time; plus
- All repairs and alterations performed for each employee;

The term for the original contract was for October 1, 2013 through September 30, 2018 with two additional one-year renewal options. Amendment 13 will extend the contract with Galls LLC. under the same terms and conditions for an additional year from October 1, 2020 through September 30, 2021 and also authorize a .6% price increase effective October 1, 2020.

### **Contract expiring December 31, 2020:**

M. Hazmat Suits, \$10,000.00 increase for 6 month contract extension with FarrWest Environmental (1 contract, San Antonio Fire Department): This contract will provide the Fire Department with a contractor to furnish Hazmat Class A suits and to provide pressure testing of the Hazmat Suits for the San Antonio Fire Department (SAFD). The Level A suits are used by the Hazmat Response Team to make entry into areas that would be immediately dangerous to life and health.

The term for the original contract was October 1, 2015 through December 31, 2018 with two additional one-year renewal options. Change Order 1 will extend the contract with FarrWest Environmental under the same terms and conditions for an additional six months from January 1, 2021 through June 30, 2021.

### **ISSUE:**

Extension of these contracts will allow City departments to have continued access to goods and serviced required for daily operations. The additional time will allow City department's adequate time to update contract specifications and issue solicitations for award of new contracts. All vendors have agreed to extend specified contracts in accordance with existing terms and conditions, including pricing.

### **ALTERNATIVES:**

Should City Council not approve extension of these contracts, City departments will be required to issue solicitations in order to establish new contracts for the required goods and services. This may result in a break in contract coverage for required goods and services due to limited resources to develop, issue and award new solicitations.

**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 approval of this ordinance to extend the specified annual contracts to continue providing the City with required goods and services. These annual contracts are critical to the City's daily operations.