



# City of San Antonio

## Agenda Memorandum

**File Number:**20-4297

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**Agenda Item Number:** 9.

**Agenda Date:** 8/13/2020

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

8/13/2020 Annual Contracts

### **SUMMARY:**

An ordinance awarding two 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 \$226,000.00. 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. Vulcan Construction Materials, LLC for Rock Products, \$50,000.00 annually (1 contract, Public Works)
- B. US Digital Designs, Inc. for Fire Station Alerting System (FSAS) Maintenance & Support Including Future Build-Out Upgrades and Computer Aided Dispatch System (CAD) Component Maintenance & Support for US Digital Design Products, \$176,000.00 annually (1 contract, San Antonio Fire Department)

### **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. Vulcan Construction Materials, LLC for Rock Products, \$50,000.00 annually, upon award through December 31, 2023 with two, one-year renewal options - will provide the Public Works Department with a contractor to furnish and deliver crushed rock for use on various public works projects throughout the City. These rock products are utilized in roadwork construction and drainage projects throughout the City.

B. US Digital Designs, Inc. for Fire Station Alerting System (FSAS) Maintenance & Support Including Future Build-Out Upgrades and Computer Aided Dispatch System (CAD) Component Maintenance & Support for US Digital Design Products, \$176,000.00 annually, October 1, 2020 through September 30, 2022, with three, one year renewal options - will provide the Fire Department with a contractor to provide Fire Station Alerting System (FSAS) Maintenance & Support Including Future Build-Out Upgrades and Computer Aided Dispatch System (CAD) Component Maintenance & Support for US Digital Design Products.

This contract will provide the maintenance and support for the proprietary station notification equipment provided by US Digital Designs, Inc (USDD). This equipment is installed into every fire station and provides the atler tones and information for the request for service. This automated system ties directly to the CAD and Radio systems to provide the information in clear voice and text for the personnel to be clearly informed of the need and the units requested.

Historically, maintenance and support services have been provided by US Digital Designs, Inc. through the CAD system integrator. With the successful integration of this system, the City has opted to pursue maintenance and support direct from the software manufacturer / developer.

These items are being purchased as a 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.

## **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. Rock Products - 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 goods/supplies contracts, so no preference was applied to this contract.

B. Fire Station Alerting System (FSAS) Maintenance & Support -

This award 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. Rock Products - Should this contract not be approved, the City will be required to purchase rock on an as needed basis not realizing cost savings associated with having a contract in place. Processing procurements as the needs arise will negatively impact timely delivery of rock products needed for urgent requirements.

B. Fire Station Alerting System (FSAS) Maintenance & Support - Should this contract not be awarded, the San Antonio Fire Department (SAFD) would not have a stand-alone maintenance and support agreement for the US Digital Designs (USDD) component of the Computer Aided Dispatch (CAD) System, nor have the capability to do future build-out upgrades for the Fire Alerting System.

**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 and sole source, and a Contract Disclosure Form is not required.