



City of San Antonio

Agenda Memorandum

File Number:20-5356

Agenda Item Number: 9.

Agenda Date: 10/29/2020

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

10/15/2020 Annual Contracts

SUMMARY:

An ordinance awarding four 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 \$168,000.00. 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. Western States Fire Protection for Fire Sprinkler Inspections for the San Antonio Fire Department, \$27,000.00 annually; \$135,000.00 total contract value (1 contract, Fire Department)
- B. Clampitt Paper Company and Western BRW - Bosworth for Copier and Printer Paper, \$78,000.00 annually (2 contracts, Citywide)
- C. LeadsOnline LLC for Amendment to SAPD Annual Contract LeadsOnline Database Agreement, \$63,000.00 average annually (1 contract, Police 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. Western States Fire Protection for Fire Sprinkler Inspections for the San Antonio Fire Department, \$27,000.00 annually; \$135,000.00 total contract value, upon award through June 30, 2023, with two, one year renewal options - This contract will provide the Fire Department with a contractor to provide internal valve semi-annual and annual inspections and maintenance and repair of the fire sprinkler systems at the various San Antonio Fire Department Fire Stations and facilities. Facilities included in this contract include: Fire Stations 1, 2, 18, 19, 27, 28, 30, 32, 50, 51, 52, 53 and 54, the WMD Warehouse, SAFD Services Facility and SAFD Technical Services.

B. Clampitt Paper Company and Western BRW - Bosworth for Copier and Printer Paper, \$78,000.00 annually, upon award through December 31, 2021, with two, one year renewal options - will provide the Finance Department, Print & Mail Operations, with a contractor to provide a continuous supply of a variety of copier and printer paper for use at the printshop to handle citywide printing job orders in a timely manner.

Amendment:

C. LeadsOnline LLC for Amendment to SAPD Annual Contract LeadsOnline Database Agreement, \$63,000.00 average annually, January 1, 2021 through December 31, 2021 with four, one-year renewal periods - This Amendment 3 will provide the San Antonio Police Department with a one year extension, with four, one-year renewal periods for the LeadsOnline database subscription service contract. The database is an efficient and secure method of collecting and analyzing pawn, scrap metal recyclers, Offerup and eBay transactions data for use in criminal investigations. The LeadsOnline system is functionally designed specifically for criminal investigations and is the exclusive proprietary property of LeadsOnline.

The purchase of the LeadsOnline Subscription service will continue annually as previously approved by City Council Ordinance 2010-12-16-1059 which extended the contract to December 31, 2015 by Amendment 1; and Ordinance 2016-03-03-0158 which extended the contract to December 31, 2020 by Amendment 2.

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.

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. Fire Sprinkler Inspections - 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.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program was not applied.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

B. Copier and Printer Paper -

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.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program was not applied.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

C. Amendment to SAPD Annual Contract LeadsOnline Database Agreement -

This contract is an exception to the SBEDA and Local Preference Programs.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

A. Fire Sprinkler Inspections - Should this contract not be approved, the San Antonio Fire Department (SAFD) would not have a contract in place to provide the City with periodic internal valve inspections and maintenance to its sprinkler systems which will result in non-compliance with fire sprinkler inspections mandated by the City at fire stations and various other fire facilities.

B. Copier and Printer Paper - Should this contract not be approved, the City would be required to purchase paper and card stock as needs arise which may not only result in increased costs per order but negatively impact delivery times as well. Establishing a fixed price contract secures volume discounts and allows price adjustments to be processed based on the fluctuations of the Producer Price Index.

C. Amendment to SAPD Annual Contract LeadsOnline Database Agreement - Should this amendment not be approved, the San Antonio Police Department will not have the ability to access the proprietary LeadsOnline Investigation System service and the department would be required to procure services on an as needed basis, which could lead to inconsistent service, delay in response time and increase cost due to non-contract buying.

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 amendment, and Contract Disclosure Forms are not required.