



City of San Antonio

Agenda Memorandum

File Number:20-7439

Agenda Item Number: 5.

Agenda Date: 2/4/2021

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Parking Guidance System Hardware Maintenance for San Antonio International Airport

SUMMARY:

An ordinance authorizing a contract with Associated Time Instruments Company, Inc. to provide parking guidance system hardware preventive maintenance and repair services upon award by City Council through September 30, 2023 with two additional one-year renewals at the City's option for an estimated total contract value of \$225,000.00. Funding in the amount of \$45,000.00 is available from the FY 2021 Airport Operations and Maintenance Budget. Funding for future fiscal years of this contract is subject to City Council approval of the annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Associated Time Instruments Company, Inc. to provide quarterly parking guidance system hardware preventive maintenance and repair services for the Aviation Department. The parking guidance system, which serves both the Long Term Garage (LTG) and Short Term Garage (STG), combines traffic monitoring, onsite communications, processing, and variable message sign (VMS) technologies to allow drivers to find unoccupied parking spaces by employing adaptive lighting sensors and parking space indicators designed to improve a driver's overall parking experience. VMS signs facilitate timely information updates and reduce the need for costly and more labor-intensive fixed message signs.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for "Annual Contract for Parking

Guidance System Hardware Maintenance for San Antonio International Airport” (RFCSP 6100012578) for the San Antonio International Airport on July 22, 2020 with a submission deadline of August 21, 2020. Three (3) proposals were received and deemed eligible for evaluation. A review of the submitted pricing showed all three respondents’ pricing exceeded the department’s estimated cost. As a result, Aviation revised the scope of work from weekly and bi-weekly preventive maintenance, to quarterly preventive maintenance only which will meet the department’s needs.

The evaluation committee consisted of representatives from the Aviation Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 30 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; 20 points allotted for respondents’ price schedule; 10 points allotted for SBE Prime Contract Program; and 10 points allotted for MWBE Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The initial scoring meeting was held in two parts. At the first meeting held on November 19, 2020, the committee provided technical scores for the respondents’ Experience, Background and Qualifications and Proposed Plan. Due to the change in frequency of preventive maintenance to a quarterly schedule, all three respondents were requested to provide a Best and Final Offer (BAFO) with a revised scope of work for quarterly preventive maintenance on November 19, 2020, with responses due December 3, 2020. After receipt and analysis of the BAFO pricing, the committee met again on December 8, 2020 and recommended award to Associated Time Instruments Company., Inc.

The initial term of the agreement shall be for the period upon award by City Council through September 30, 2023. Two additional one-year renewals at the City’s option shall also be authorized by this ordinance

ISSUE:

This contract will provide parking guidance system hardware preventive maintenance on a quarterly basis and as-needed repair services at the San Antonio International Airport for the Aviation Department. The parking guidance system includes 348 signs and 1,746 sensors. The hardware maintenance warranty period for the STG expired on January 2019. The hardware maintenance warranty period for the LTG will expire January 2021. In the absence of warranties, the preventive maintenance and repair services are critical to ensure that the parking guidance system functions properly. Services include, but are not limited to, inspection of all sensors and sign displays, sensor lens cleaning, re-aiming of cameras, repair and/or replacement of defective equipment.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract Programs with ten (10) evaluation preference points awarded to Associated Time Instruments Co., Inc as they are a certified SBE firm located within the San Antonio Metropolitan Statistical Area.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the Aviation Department will have to acquire the services on an as-needed basis which could result in paying higher costs and experience repair delays. Lack of properly functioning parking guidance systems will contribute to an overall negative driver's experience at the San Antonio International Airport.

FISCAL IMPACT:

An ordinance authorizing a contract with Associated Time Instruments Company, Inc. to provide parking guidance system hardware preventive maintenance and repair services upon award by City Council through September 30, 2023 with two additional one-year renewals at the City's option for an estimated total contract value of \$225,000.00. Funding in the amount of \$45,000.00 is available from the FY 2021 Airport Operations and Maintenance Budget. Funding for future fiscal years of this contract is subject to City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of an ordinance for acceptance of a contract with Associated Time Instruments Company, Inc. to provide parking guidance system hardware preventive maintenance and repair services for the San Antonio International Airport for an estimated cost of \$45,000.00 annually.

This contract was procured by competitive sealed proposal and a contracts disclosure form is required.