



City of San Antonio

Agenda Memorandum

File Number:21-3900

Agenda Item Number: 14.

Agenda Date: 6/17/2021

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

6/17/2021 Annual Contracts

SUMMARY:

An ordinance awarding ten 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 \$3,961,860.00. 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. Gulf Coast Paper, a div. of Imperial Dade and Safeway Supply, Inc. for Janitorial Supplies, \$2,429,000.00 annually (2 contracts, Citywide)
- B. Genuine Parts Company (NAPA) for Medium & Heavy Trailer Drum and Brake Parts, \$300,000.00 annually (1 contract, Solid Waste Management Department)
- C. Global Aircraft Rescue Fire Fighting (ARFF) Services for ARFF Vehicle Preventive Maintenance, Inspection, Diagnostics, Repairs and Parts for SAAS, \$118,000.00 average annually (1 contract, Aviation)
- D. Johnson Controls for Convention & Sports Facilities (CSF) Metasys Facility Management System, \$655,000.00 average annually (1 contract, Convention & Sports Facilities)
- E. Ungerboeck Systems International, Inc. for Booking System Software & Licenses for Convention & Sports Facilities, \$84,860.00 Year 1; \$150,654.00 contract period (1 contract,

Convention & Sports Facilities)

- F. Gateway Printing & Office Supply, Inc.; Staples Contract & Commercial, Inc.; Caprock Group LLC dba Texas Wilson Office Furniture & Services; and Workplace Resource, LLC for Change Order to Annual Contract for Office Furniture, \$375,000.00 for a three-month period (4 contracts, Citywide)

BACKGROUND INFORMATION:

Contracts procured on the basis of low bid:

A. Gulf Coast Paper, a div. of Imperial Dade and Safeway Supply, Inc. for Janitorial Supplies, \$2,429,000.00 annually, upon award through December 31, 2023 with two, one-year renewal options - will provide the City with the purchase and 3-day delivery of a wide assortment of janitorial supplies utilized by over 400 City facilities located throughout the City. Over 3,000 items will be available discounted up to 55% from published catalog pricing. In compliance with the Office of Sustainability's initiative, this contract will provide "Environmentally Preferred" products.

B. Genuine Parts Company (NAPA) for Medium & Heavy Trailer Drum and Brake Parts, \$300,000.00 annually, upon award through December 31, 2023, with two, one-year renewal options - will provide the Solid Waste Management Department, Fleet Operations Division, with contractors to furnish replacement parts for medium and heavy-duty truck and trailer drums and brake equipment for in-house repairs. This equipment is owned and operated by various departments of the City of San Antonio.

C. Global ARFF Services for ARFF Vehicle Preventive Maintenance, Inspection, Diagnostics, Repairs and Parts for SAAS, July 1, 2021 through June 30, 2024 with two, one-year renewal options - will provide the ARRF Vehicles with Preventive Maintenance ("PM"), Inspection, Diagnostics, Repairs and Parts for the Aviation Department. Vehicles are utilized at both the San Antonio International Airport (SAIA) and Stinson Municipal Airport. This contract will support the five current ARRF vehicles that are currently stationed at SAIA, and one new ARRF vehicle expected to be received in 2021 for the Aviation Department.

The total contract value for a 5-year period is \$589,908.26 which includes PM, inspection, diagnostics, and repairs for the ARRF vehicles in the amount of \$439,908.26 and an additional \$150,000.00 contract period for parts.

Sole Source:

D. Johnson Controls for CSF Metasys Facility Management System, \$655,000.00 average annually, July 1, 2021 through June 30, 2022 with four, one-year renewal options - will provide the Convention and Sports Facilities Department with a contractor to provide monitoring and preventative maintenance, inspection services and repairs for the existing Metasys Building Automation and Control System at the Alamodome. This service is required to monitor and maintain the safety and functionality of the system which controls the fire detection, automatic temperature controls, electrical switchgear, boilers and other associated equipment.

This contract also provides capacity for the contractor to provide parts, labor and repairs, an Asset Management Portal and Admin Support for a Customer Portal. The Asset Management Portal is a remotely accessible online portal that provides the City with pertinent reports for maintenance, repairs, and inspections of covered equipment, including Control Devices, Boiler Equipment, and annual Electrical (Switchgear) testing. The Admin Support for Customer Portal is administrative only and includes the purchase, setup and recurring licensing to utilize the Asset Management Portal.

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. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

E. Ungerboeck Systems International, Inc. for Booking System Software & Licenses for Convention & Sports Facilities, \$84,860.00 Year 1; \$150,654.00 contract period, upon award and effect for a one-year period with one, one-year renewal option - will provide the Convention & Sports Facilities Department with license subscriptions, subscription upgrades, and maintenance & support services for Ungerboeck Booking Software Modules related to Convention & Exhibition Centers, Entertainment Facilities, Arenas, and Stadia. Subscription service to include migrating to the Ungerboeck Cloud and upgrading existing utilization from version 19.0 to version 30.0 of the Ungerboeck software system.

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. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

Amendment:

F. Gateway Printing & Office Supply, Inc.; Staples Contract & Commercial, Inc.; Caprock Group LLC dba Texas Wilson Office Furniture & Services; and Workplace Resource, LLC for Amendment to Annual Contract for Office Furniture, July 1, 2021 through September 30, 2021, \$375,000.00 for a three-month period - This contract provides the purchase, delivery and installation of office furniture on an as needed basis to City departments. The contractors provide items such as seating, desks/tables, filing and storage cabinets, and system furniture and accessories. In addition, contractor provides design services such as space planning, reconfiguration of existing systems, and assistance with furniture selection and installation services to include all labor required to assemble, deliver, set-up and install office furniture.

The term for the original contract was from November 3, 2016 and, as renewed and extended, ends on June 30, 2021. This Change Order will extend the contract with Gateway Printing & Office Supply Inc., Staples Contract & Commercial Inc., Caprock Group LLC dba Texas Wilson Office Furniture & Services, and Workplace Resource, LLC under the same terms and conditions for an additional three-month period from July 1, 2021 through September 30, 2021. This short-term extension is requested to maintain required services while the new contract is scheduled for Council consideration in September 2021.

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. Janitorial Supplies -

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Gulf Coast Paper, a div. of Imperial Dade and Safeway Supply, Inc. has committed to satisfying the 5% Small Business Enterprise (SBE) subcontracting goal.

Categories 1, 3 & 4: In accordance with the Local Preference Program, no local preference was applied since the local bidder is not within 3% of the recommended lowest non-local bidder.

Category 2: The recommended award is in accordance with the Local Preference Program and will result in an additional estimated annual cost to the City of \$3,829.17. Safeway Supply Inc., the recommended local bidder, submitted a bid of \$345,098.70 and is within 3% of Gulf Coast Paper a division of Imperial Dade the lowest, responsive non-local bidder, who submitted a bid of \$341,269.53.

Category 5: 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. Medium & Heavy Trailer Drum and Brake Parts -

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.

C. ARFF Vehicle Preventive Maintenance, Inspection, Diagnostics, Repairs -

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, Local Preference Program was not applied.

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

D. CSF Metasys Facility Management System -

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

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

E. Booking System Software & Licenses for Convention & Sports Facilities -

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

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

F. Amendment to Annual Contract for Office Furniture -

This amendment 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. Janitorial Supplies - Should this contract not be approved, departments will have to seek quotes for janitorial supplies through a variety of janitorial supply vendors as needs arise thereby overlooking the advantage associated with the City's consolidated purchasing power of procuring janitorial supplies through a requirements contract. Establishing this catalog discount requirements contract will secure substantial volume discounts with many of the janitorial items discounted up to 55%.

B. Medium & Heavy Trailer Drum and Brake Parts - Should this contract not be approved, the department will be required to process individual procurements as needs arise. As a result, processing requirements as spot purchases would delay the timely repair of equipment and the department will not realize the cost savings customarily associated with long-term agreements.

C. ARFF Vehicle Preventive Maintenance, Inspection, Diagnostics, Repairs - Should this contract not be approved, Aviation will be required to procure ARFF vehicle PM, inspection, diagnostics, repairs, and parts for SAAS on an as needed basis. Lack of a contract could result in diminished ability to maintain readiness of the ARFF vehicles in compliance with FAA Part 139 certification requirements.

D. CSF Metasys Facility Management System - Should this contract not be approved, the Alamodome would be required to process individual requirements as equipment problems arise. However, processing purchases as equipment breaks down will force the Alamodome to pay non-contract rates as well as compromise the integrity and functionality of the buildings automated control system.

E. Booking System Software & Licenses for Convention & Sports Facilities - Should this contract not be approved, the Convention and Sports Facilities Department will be required to operate without a booking software system and the inability to properly manage event scheduling and event preparations.

F. Amendment to Annual Contract for Office Furniture - Should these contracts not be approved, City departments would be required to procure office furniture on an as-needed basis. Departments would not realize fixed discount pricing and other cost savings such as design and support services associated with having a term contract in place. In addition, lack of a contract could increase the time to procure furniture and lengthen delivery items.

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, sole source and amendment, and Contract Disclosure Forms are not required.