



City of San Antonio

Agenda Memorandum

File Number:15-1761

Agenda Item Number: 12.

Agenda Date: 4/2/2015

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Annual Contract for Queue Measurement System for San Antonio International Airport

SUMMARY:

This ordinance authorizes acceptance of a proposal from Infax, Inc. for the design, installation, activation and on-going maintenance contract for a video-based queue measurement system which will provide estimated wait times for passengers entering the San Antonio International Airport Terminal A security checkpoint for a cumulative amount of \$110,680.00. The contract is for an initial term of three years with options to renew the agreement for two additional one-year periods. The annual contract amount is \$92,832.00. Funding for this annual contract will be allocated from the IT Operations and Maintenance Fund.

BACKGROUND INFORMATION:

The City issued a Request for Competitive Sealed Proposal for "Annual Contract for Queue Measurement System for San Antonio International Airport" (RFCSP 6100005065) on November 12, 2014. The video-based queue measurement system will measure and display the estimated wait time for the last person in the queue line at the security checkpoint on a continuous basis. On December 12, 2014, the Aviation Department received proposals from two respondents.

The evaluation committee consisted of representatives from the following divisions of the Aviation Department: Airport Operations, Marketing & Community Relations, and Information Technology. 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 one hundred points: forty points for experience, background, qualifications, and forty points for proposed plan; and twenty points for price schedule. Based on

the City's standard RFCSP process, Infax, Inc. was recommended for award.

The initial term of the agreement shall be for a period of three years. Two additional one-year renewals at the City's option will also be authorized by this ordinance.

ISSUE:

This ordinance will provide the San Antonio International Airport with a contract for a video-based queue measurement system for the Terminal A security checkpoint.

The Small Business Economic Development Advocacy Ordinance requirements were waived due to the lack of qualified SMWBE's available to provide the goods and services.

This contract 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 not have the means to measure passenger wait time, which is crucial to improving customer service.

FISCAL IMPACT:

This ordinance authorizes a three year contract with the option to renew the contract annually for two years with Infax, Inc. for an amount of \$110,680.00. The annual contract amount is \$92,832.00 for Year 1, \$4,380.00 for Year 2, \$4,386.00 for Year 3, \$4,474.00 for Year 4, and \$4,608.00 for Year 5. Funding for the first year of the contract in the amount of \$92,832.00 is available in the IT Operations and Maintenance Fund. Funding for future contract years are subject to annual budget appropriations.

RECOMMENDATION:

Staff recommends approval of the contract with Infax, Inc. to provide the San Antonio International Airport with Queue Measurement System for a cumulative amount of \$110,680.00.

This contract was procured on the basis of Request for Competitive Sealed Proposals and a Contracts Disclosure Form is required.