



City of San Antonio

Agenda Memorandum

File Number:15-4515

Agenda Item Number: 6.

Agenda Date: 10/1/2015

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

10/1/2015 Annual Contracts

SUMMARY:

An ordinance awarding eleven contracts to provide the City with commodities and services on an annual basis for the terms of the contract, for an estimated annual cost of \$1,523,000.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the terms of the contract:

A. FarrWest Environmental for Hazmat Suits for the San Antonio Fire Department, \$20,000.00 annually; \$100,000.00 contract period (1 contract, Fire Department)

B. Modern Edge, LLC d/b/a Automotive Discount Specialists for Automobile & Light-Duty Truck Window Tinting Services, \$24,000.00 annually; \$120,000.00 contract period (1 contract, Police and Building and Equipment Services Departments)

C. Red McCombs Motors, LTD for Toyota Automotive Parts and Service, \$145,000.00 annually (1 contract, Building and Equipment Services Department)

D. TraStar, Inc. for Illuminated Street Signs, \$86,000.00 annually (1 contract, Transportation and Capital Improvements Department)

E. Alm Holdings Corporation for Spanish Language Print & Media Materials, \$35,000.00 annually; \$175,000.00 contract period (1 contract, Library Department)

F. Johnson Controls Inc. for CSF Metasys Facility Management System, \$592,000.00 annually (1 contract, Convention & Sports Facility Department)

G. Grande Truck Center for Autocar Truck Parts & Service, \$166,000.00 annually (1 contract, Solid Waste Management Department)

H. Doggett Freightliner of South Texas for Condor Truck Parts & Service, \$358,000.00 annually (1 contract, Solid Waste Management Department)

I. Selrico Services, Inc. for Amendment to the Custodial Services for the San Antonio Branch Libraries, \$36,000.00 annual increase; \$1,136,000.00 annually (1 contract, Library Department)

J. Dunbar Armored Inc. for Amendment to the Armored Car Services, \$17,000.00 annual increase; \$153,000.00 annually (1 contract, Health Department)

K. 3rd Generation Services, LLC d/b/a Ceiling Pro of San Antonio for Amendment to the Custodial Services - Various City Facilities, \$44,000.00 annual increase; \$444,000.00 annually (Center City Development Office, City Council, and Police Departments)

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. FarrWest Environmental for Hazmat Suits for the San Antonio Fire Department, \$20,000.00 annually; \$100,000.00 contract period, upon award through December 31, 2018, with two, one year renewal options - will provide the Fire Department with a contractor to furnish Hazmat Class A suits and to provide pressure testing of the Hazmat Suits for the San Antonio Fire Department (SAFD). The Level A suits are used by the Hazmat Response Team to make entry into areas that would be immediately dangerous to life and health.

B. Modern Edge, LLC d/b/a Automotive Discount Specialists for Automobile & Light-Duty Truck Window Tinting Services, \$24,000.00 annually; \$120,000.00 contract period, upon award through December 31, 2018, with two, one year renewal options - will provide window tint film installation and removal services for various types of automobiles and light-duty trucks. This contract will be maintained by Building and Equipment Services for use by various City Departments, but primarily utilized by the San Antonio Police Department.

C. Red McCombs Motors, LTD for Toyota Automotive Parts and Service, \$145,000.00 annually; upon award through March 31, 2019, with two, one year renewal options - will provide the Building and Equipment Services Department, Fleet Division with original equipment manufacturer replacement parts and service for various types of Toyota vehicles. This contract will support approximately 346 Toyota vehicles in the City's fleet of which 329 vehicles are administrative sedans (Prius, Camry, Camry Hybrid) while the remaining are mixed models in undercover police programs.

Contracts procured on the basis of low qualifying bid:

D. TraStar, Inc. for Illuminated Street Signs, \$86,000.00 annually, upon award through March 31, 2019 with two, one year renewal options - will provide the Transportation and Capital Improvements Department, Traffic Division, with internally lighted street name signs with light emitting diode lamps. These signs will be placed

at new traffic signal locations to provide enhanced visibility of street name signs for motorists.

Contracts procured on the basis of sole source:

E. Alm Holdings Corporation for Spanish Language Print & Media Materials, \$35,000.00 annually; \$175,000.00 contract period, October 1, 2015 through September 30, 2017 with three, one year renewal options - will provide the San Antonio Public Library (SAPL) with the purchase and delivery of Spanish language print and media materials exclusively available from Chulainn Publishing's catalog as well as through the vendor's selection and purchasing assistance during annual book fairs held in Mexico, Spain, and Argentina.

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.

F. Johnson Controls, Inc. for CSF Metasys Facility Management System, \$592,000.00 annually, October 1, 2015 through September 30, 2018 with two, one year renewal options - will provide the Convention and Sports Facilities Department with a contractor to provide monitoring preventative maintenance and inspection services for the existing Metasys Building Automation and Control System at the Alamodome. This service is required to monitor and maintain the safety functionality of the system which controls the fire detection, automatic temperature controls, electrical switchgear, boilers and other associated equipment. This contract provides for labor and materials for contract repairs and non-covered repairs, as well as boiler maintenance.

This contract also provides a capacity for the contractor to provide on an as needed basis labor and materials for air handler repair services, boiler parts and repair services, and a Metasys controls technician for additional coverage and standby services. The contractor will also provide Metasys server software and equipment upgrade and a Metasys Graphics upgrade for a onetime charge.

The estimated average amount for this contract for years one through five is \$592,000.00 annually, which includes approximately \$486,000.00 for Metasys Building Automation and Control System and capacity for coverage not to exceed \$55,000.00 for air handler, boiler repair services, boiler parts and electrical services; \$40,000.00 for Metasys controls technician for additional coverage and standby services; and \$55,000.00 for a onetime Metasys server software and upgrade and graphics upgrade in year one only.

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.

G. Grande Truck Center for Autocar Truck Parts & Service, \$166,000.00 annually, upon award through March 31, 2019, with two, one year renewal options - will provide Solid Waste Management, Fleet Operations Division, with a contractor to furnish Autocar refuse trucks parts and service on an as-needed basis. There are currently 80 Autocar refuse trucks in the City's fleet. Grande Truck Center is the only factory authorized Autocar dealer within a 50 mile radius of City Hall.

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.

Contracts procured on the basis of public health & safety exemption:

H. Doggett Freightliner of South Texas for Condor Truck Parts & Service, \$358,000.00 annually, upon award through March 31, 2019, with one, one-year renewal options - will provide Solid Waste Management, Fleet Operations Division, with a contractor to furnish Condor refuse trucks parts and service on an as-needed basis. There are currently 53 Condor refuse trucks in the City fleet. Doggett Freightliner of San Antonio was the local factory authorized repair facility for American LaFrance Condor trucks prior to the manufacturer ceasing operations in 2014. Doggett Freightliner possesses the necessary expertise and knowledge to maintain Condor refuse trucks.

These services are being purchased as a Public Health and Safety exemption according to the provisions of the Texas Statutes Local Government Code 252.022.07.

Amendments:

I. Selrico Services, Inc. for Amendment to Custodial Services for San Antonio Branch Libraries, \$36,000.00 annual increase for a total of \$1,136,000.00 annually, October 1, 2015 through June 30, 2016; with two, one year renewal options - will provide the San Antonio Public Library with a contractor to perform custodial services at the Encino Branch Library. The contractor will provide custodial services for the branch library seven days a week, within an 8 hour day shift and day porter services when requested. Day porter services will provide supplemental coverage when requested and on an on call basis for immediate needs. The contractor will ensure the facility is continuously and uniformly cleaned, orderly and attractive for the Library patrons. The custodial services include general cleaning, disinfecting, trash removal, floor cleaning, and floor maintenance. The contractor shall provide all cleaning supplies and equipment to perform the services, as well as products to re-stock facilities including restrooms.

On June 20, 2013, City Council approved and issued Ordinance 2013-06-20-0429 authorizing the City to execute a three year contract with two, one year renewal options for custodial services at 24 San Antonio Branch Libraries for a total estimated amount of \$1,100,000.00 annually.

This change order is necessary to add Encino Branch Library for an estimated amount of \$36,000.00 annually to the current contract. With this change order, the estimated amount for custodial services for San Antonio Branch Libraries is \$1,136,000.00 annually for 25 branch libraries.

J. Dunbar Armored Inc. for Amendment to Armored Car Services, \$17,000.00 annual increase for a total of \$153,000.00 annually, October 1, 2015 through June 30, 2017 with two, one year renewal options - will provide San Antonio Metropolitan Health District with armored car services required for the secure transportation of currency between three SAMHD locations; STD Clinic, Frank Garrett Center - Immunizations Clinic and TCID - Tuberculosis Clinic, and the City-designated depository in such a fashion that the City will receive next-day deposit for the locations. This service also includes the return of items such as deposit receipt books and currency required for change.

On May 29, 2014, City Council approved and issued Ordinance 2014-05-29-0367 authorizing the City to execute a three year contract with two, one year renewal options for armored car services at various facilities throughout the City for a total estimated amount of \$136,000.00 annually.

This change order is necessary to add three facilities for the San Antonio Metro Health Department to the current contract to receive armored car services for an estimated amount of \$17,000.00 annually for the remaining term of the contract. Change Orders 1 - 4 for the addition of 6 facilities have been issued informally for a total of \$32,000.00 since City Council approval of the current contract.

K. 3rd Generation Services, LLC d/b/a Ceiling Pro of San Antonio for Amendment to Custodial Services -

Various City Facilities, \$44,000.00 annual increase for a total of \$444,000.00 annually, October 1, 2015 through June 30, 2017; with one, one year renewal options - will provide custodial services for an additional 9 City locations; 6 facilities for San Antonio Police Department, 2 facilities for City Center Development - Operations, and the City Council District 1 Field Office. The contractor will clean the facilities on varying days and times in accordance with the completion of the scope of services during the specified hours for each facility. In addition, hourly service rates are included for and will provide supplemental coverage when requested and on an on call basis for immediate needs at all locations. The contractor will ensure the facilities are continuously and uniformly cleaned, orderly and attractive for patrons. The custodial services include, but are not limited to, general cleaning, disinfecting, trash removal, floor cleaning, and floor maintenance. The contractor shall provide all cleaning supplies and equipment to perform the services, as well as products to re-stock facilities including restrooms.

On December 4, 2014, City Council approved and issued Ordinance 2014-12-04-0943 authorizing the City to execute a two year contract with two, one year renewal options for custodial services at 28 City facilities for a total estimated amount of \$400,000.00 annually. Change Orders 1 - 3 for the addition of 8 facilities have been issued informally for a total of \$46,000.00 since City Council approval of the current contract.

This change order is necessary to add 9 facilities for an estimated amount of \$44,000.00 annually to the current contract. With this change order, the estimated amount for custodial services for 37 City facilities is \$444,000.00 annually.

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. Hazmat Suits for the San Antonio Fire Department - Due to the contract requirements associated with the brand specificity of the purchase, the SBEDA Program did not apply to this solicitation.

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

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

- B. Automobile & Light-Duty Truck Window Tinting Services - While no SBEDA tool was applied to this contract, Automotive Discount Specialists is a small, women-owned business.

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. Toyota Automotive Parts and Service - Due to the contract requirements associated with the brand specificity of the purchase and the lack of small, minority, and/or women businesses available to provide the required goods, the SBEDA Program did not apply to this solicitation.

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.

D. Illuminated Street Signs - This contract is within the scope of the Small Business Economic Development Advocacy (SBEDA) Program. However, due to the type of commodities/services being procured and value of the contract, no SBEDA tool was applied.

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

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

E. Spanish Language Print & Media Materials -

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

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

F. CSF Metasys Facility Management System -

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

The VOSBPP does not apply to goods/supplies contracts, so no preference was applied to this contract.

G. Autocar Truck Parts & Service - Due to the contract requirements associated with the brand specificity of the purchase and the lack of small, minority, and/or women businesses available to provide the required goods, the SBEDA Program did not apply to this solicitation.

This contract 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.

H. Condor Truck Parts & Service - Due to the contract requirements associated with the brand specificity of the purchase and the lack of small, minority, and/or women businesses available to provide the required goods, the SBEDA Program did not apply to this solicitation.

This contract 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.

I. Amendment to Custodial Services for San Antonio Branch Libraries - Per the SBEDA goal setting process, the solicitation for the original contract included fifteen (15) preference points for Small Business Enterprises (SBEs) and five preference points for respondents that agreed to serve as mentors in the City's Mentor Protégé Program. Selrico Services received both of these preference points and is also meeting the twenty-six (26%) SBE and twenty-four percent (24%) Minority/Women Business Enterprise subcontracting goals established for this contract.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to this contract since it was solicited on or prior to January 15, 2014, the effective date of the program.

J. Amendment to Armored Car Services - This contract is within the scope of the Small Business Economic Development Advocacy (SBEDA) Program. However, due to the type of commodities/services being procured and value of the contract, no SBEDA tool was applied.

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

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

K. Amendment to Custodial Services - Various City Facilities - Per the SBEDA goal setting process, the solicitation for the original contract included fifteen (15) preference points for Small Business Enterprises (SBEs) and twenty-six percent (26%) Minority/Women Business Enterprise subcontracting goal. Ceiling Pro of San Antonio is a local, small, minority business and is also projected to meet the established subcontracting goal.

This contract is an exception to the Local Preference Program.

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

ALTERNATIVES:

A. Hazmat Suits for the San Antonio Fire Department - Should this contract not be approved, the City will be required to acquire hazmat suits on an as needed basis, where increased costs due to non-contract buying could be realized and cause a delay in delivery times.

B. Automobile & Light-Duty Truck Window Tinting Services - Should this contract not be approved, the Building and Equipment Services, Police, and various City departments will be required to procure automotive and light duty truck window tinting on an as-needed basis which may result in higher pricing and delays in returning vehicles to service.

C. Toyota Automotive Parts and Service - Should this contract not be approved, the City will be required to purchase Toyota automotive parts and service on an as needed basis wherein increased cost due to non-contract

buying would be realized. Consequently, this may increase the down time of vehicles delaying timely completion of maintenance and repair.

D. Illuminated Street Signs - Should this contract not be approved, the Transportation and Capital Improvements Department will have to spot purchase on an as needed basis which may result in higher pricing and affect delivery time. This could potentially cause a delay in completion of installing new traffic signals in a timely manner.

E. Spanish Language Print & Media Materials - Should this contract not be approved, the San Antonio Public Library would not have the assistance or the avenue to review materials, which are frequently limited print runs, necessary to develop a strong Spanish language related collection.

F. 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 building's automated control system.

G. Autocar Truck Parts & Service - 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 to heavy-duty equipment and the department will not realize the cost savings customarily associated with long-term agreements.

H. Condor Truck Parts & Service - 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 to heavy-duty equipment and the department will not realize the cost savings customarily associated with long-term agreements.

I. Amendment to Custodial Services for San Antonio Branch Libraries - Should this amendment not be approved, the San Antonio Public Library system would be required to process individual procurements to provide custodial services thus affecting the cleanliness and appearance of the facility. The department does not have the staff to perform these services in-house. Processing individual procurements will affect the cost of services due to non-contract pricing.

J. Amendment to Armored Car Services - Should this amendment not be approved, City department would be required to procure armored car services on an as-needed basis and not realize the benefits of contract pricing. Additionally, the lack of this service contractor will increase the risk associated with transferring and transporting City funds.

K. Amendment to Custodial Services - Various City Facilities - Should this amendment not be approved, San Antonio Police Department, Center City Development and Operations Department, and City Council Offices would be required to process individual procurements to provide custodial services thus affecting the cleanliness and appearance of the facilities. The departments do not have the staff to perform these services in-house. Processing individual procurements will affect the cost of services due to non-contract pricing.

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 eleven 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, low qualifying, sole source, public health and safety exemption and contract amendment and Contract Disclosure Forms are not required.