



# City of San Antonio

## Agenda Memorandum

**File Number:**15-5386

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**Agenda Item Number:** 5.

**Agenda Date:** 2/18/2016

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** CityWide

**SUBJECT:**

Annual Contract for Property Management Information System Software and Implementation for San Antonio Airport System

**SUMMARY:**

This ordinance authorizes acceptance of a proposal from Air-Transport IT Services, Inc. to provide the San Antonio Airport System with a Property Management Information System for a total cumulative amount of \$631,664.00 for an initial term of three years, with options to renew the term of the agreement for two additional one-year periods. The annual contract amount is \$441,200.00 for Year 1, \$45,526.00 for Year 2, \$46,892.00 for Year 3, and if renewed, \$48,299.00 for Year 4, and \$49,747.00 for Year 5. This project is funded by Airport Capital Improvement Funds and Airport Operating and Maintenance Funds.

**BACKGROUND INFORMATION:**

This contract will provide for the initial purchase and on-going maintenance of a Property Management Information System (PMIS) which will give the Aviation Department the ability to more efficiently and effectively manage leases and contracts for land, buildings and concessions; manage utilities, accounts receivable, cash receipts and billings; produce budgets, forecasts, and various statistical and financial reports; and establish airline rates and charges. The Aviation Department currently has approximately 400 active billing accounts, 500 monthly cash transactions and total annual revenues of \$80 million.

The City issued a Request for Competitive Sealed Proposal for "Property Management Information System Software and Implementation" (RFCSP 6100005548) on April 8, 2015. On May 15, 2015, the Aviation Department received five proposals.

The evaluation committee consisted of representatives from Aviation Department, Finance Department, and ITSD. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement

policies and procedures.

The evaluation of each proposal was based on a total of one hundred points: thirty-five (35) points for experience, background, qualifications, twenty-five (25) points for proposed plan; twenty (20) points for price schedule; fifteen (15) points for Small Business Enterprise Prime Contract Program; and five (5) points for Mentorship Incentive. Based on the City's standard RFCSP process, Air-Transport IT Services, Inc. is recommended for award.

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

#### **ISSUE:**

This ordinance will provide the San Antonio Airport System with software and implementation of a property management information system that will provide property and revenue management for San Antonio International Airport and Stinson Municipal Airport.

Recommended 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 continue to manage its leases and concessions agreements manually, increasing the potential for errors and omissions, and decreased efficiency.

#### **FISCAL IMPACT:**

This Ordinance authorizes a three year contract with the option to renew the contract annually for two additional years with Air-Transport IT Services, Inc., for a total estimated amount of \$631,664.00. The initial year of the contract, in the amount \$441,200.00 will be funded with Airport Capital Improvement Funds. Maintenance in the subsequent years will be funded from the Aviation Operating and Maintenance Funds as follows: \$45,526.00 for Year 2, \$46,892.00 for Year 3, and if renewed, \$48,299.00 for Year 4 and \$49,747.00 for Year 5.

#### **RECOMMENDATION:**

Staff recommends approval of the contract with Air-Transport IT Services, Inc. to provide the San Antonio International Airport with a Property Management Information System for an estimated total amount of \$631,664.00.

This contract is procured by means of a Request for Competitive Sealed Proposals and a Contracts Disclosure Form is required.