



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 8

Agenda Date: June 20, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

6/20/2024 Annual Contracts

SUMMARY:

An ordinance awarding six contracts and an amendment to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$264,000 annually. This ordinance provides the procurement of the following items, as needed, and dependent on the department's available budget, for the term of the contracts:

- A. Safety-Kleen Systems, Inc. and Hampel Oil Distributors, Inc. for Synthetic Oil, \$86,000 annually (2 contracts, Building and Equipment Services, Solid Waste Management, and Fire Department)
- B. Salt Exchange, Inc. for Salt Pellets for San Antonio International Airport, \$54,000 annually (1 contract, Aviation Department)
- C. Blue Triton Brands, Inc. for Bottled Water, \$72,000 annually (1 contract, Citywide)
- D. Paint San Antonio, LLC dba Pintura Paints and PPG Architectural Finishes, Inc. for Paint for Convention and Sports Facilities Department, \$25,000 annually (2 contracts, Convention and Sports Facilities)
- E. Equifax Workforce Solutions LLC for Lawlogix Guardian I-9 and E-Verify Licenses, \$27,000 annually (1 contract amendment, Human Resources Department)

BACKGROUND INFORMATION:

The City of San Antonio (City) 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.

Procured on the basis of low bid

A. Safety-Kleen Systems, Inc. and Hampel Oil Distributors, Inc. for Synthetic Oil, \$86,000 annually, upon award through April 30, 2027, with two, one-year renewal options – will provide synthetic oil to Solid Waste Management, Building and Equipment Services, and Fire Department. These products are used by these City departments to support vehicles and equipment used in daily operations.

B. Salt Exchange, Inc. for Salt Pellets for San Antonio International Airport, \$54,000 annually, upon award through June 30, 2027, with two, one-year renewal options – will provide water softener salt pellets to be utilized by the Aviation Department throughout facilities. Salt Exchange, Inc. will deliver salt pellets within seven days of receipt of purchase order.

C. Blue Triton Brands, Inc. for Bottled Water, \$72,000 annually, upon award through December 31, 2025, with one, one-year renewal options – will provide and deliver 8-ounce and 16.9-ounce bottled water and plastic cups on an as needed basis in accordance with the specifications. The products will be delivered to various locations throughout the City.

D. Paint San Antonio, LLC dba Pintura Paints and PPG Architectural Finishes, Inc. for Paint for Convention and Sports Facilities Department, \$25,000 annually, upon award through April 30, 2027, with two, one-year renewal options – will provide paint to be utilized by the Convention and Sports Facilities Department for all paintable wall spaces within the Henry B. Gonzalez Convention Center and the Alamodome.

Amendment – Sole Source

E. Equifax Workforce Solutions, LLC for Lawlogix Guardian I-9 and E-Verify Licenses, \$27,000 annually, beginning August 1, 2024, through July 31, 2029 – This Amendment No. 1 will allow Equifax Workforce Solutions LLC to continue to provide an electronic system for Forms I-9 creation, storage, maintenance, and verification and provide licenses for the use of the web-based system for the Human Resources Department. I-9s are required by federal law for employment eligibility verification. The contract with Equifax Workforce Solutions, LLC was awarded informally on August 1, 2022, and will expire on July 31, 2024. This Amendment will allow department to continue using the software and will extend the contract term by five years, from August 1, 2024, through July 31, 2029 for \$27,000 annually; \$135,000 is the Amendment total.

These items are being purchased as Sole Source according to the provisions of Texas Statutes

Local Government Code 252.022.07. Existing software LawLogix licensed to and in use by City is a proprietary software product of Equifax Workforce Solutions LLC and its affiliates. No other vendor or product will meet the compatibility requirements to work with existing software.

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. Safety-Kleen Systems, Inc. and Hampel Oil Distributors, Inc. for Synthetic Oil

This contract is within the scope of the Small Business Economic Development Advocacy (SBEDA) Program. However, due to lack of available firms and/or subcontracting opportunities, the goal Setting committee was unable to apply a SBEDA tool to this contract.

In accordance with the Local Preference Program, no local preference was applied since the local bidder is not within 5% of the recommended lowest non-local bidders.

B. Salt Exchange, Inc. for Salt Pellets for San Antonio International Airport

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.

C. Blue Triton Brands, Inc. for Bottled Water

This contract is within the scope of the Small Business Economic Development Advocacy (SBEDA) Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

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.

D. Paint San Antonio, LLC dba Pintura Paints and PPG Architectural Finishes, Inc. for Paint for Convention and Sports Facilities Department

This contract is within the scope of the Small Business Economic Development Advocacy (SBEDA) Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

The recommended awards are to the lowest responsive bidders, who are also local businesses,

therefore, application of the Local Preference Program is not required.

E. Equifax Workforce Solutions LLC for Lawlogix Guardian I-9 and E-Verify Licenses

This contract is exempt from competitive bidding and is excluded from the scope of the Small Business Economic Development Advocacy (SBEDA) program.

This contract is an exception to the Local Preference Program.

Regarding all the contracts listed in this memo, the Veteran-Owned Small Business Preference Program does not apply to good/supplies or non-professional services, so no preference was applied to these contracts.

ALTERNATIVES:

Should these contracts not be approved, City departments will be required to process individual procurements for these items and services on an as needed basis and increased costs due to non-contract buying could be realized adversely affecting timelines of delivery.

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 departments are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends the acceptance of these contracts and an amendment submitted through this ordinance to provide the City with specified services on an annual contract basis.

These contracts were procured on the basis of low bid and an amendment as a sole source; therefore, a Contract Disclosure Form is not required.