



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 9

**Agenda Date:** February 20, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

2/20/25 Annual Contracts

**SUMMARY:**

This ordinance authorizes three contracts and one change order to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$437,000 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. Chemtek Incorporated for Orange Citrus Solvent Degreaser, \$41,000 annually (1 contract, Public Works Department)

B. FarrWest Environmental Supply, Inc., for SAFD Hazmat Equipment Calibration & Maintenance Program, \$164,000 annually (1 contract, San Antonio Fire Department)

C. Mobile Electric Power Solutions, Inc., for MEPS Belt Driven Generators Systems for SAFD, \$72,000 annually (1 contract, San Antonio Fire Department)

D. Bruel & Kjaer EMS, Inc., for Change Order 1 for Noise and Operations Monitoring System for

the San Antonio International Airport, \$160,000 annually (1 contract, Aviation Department)

## **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.

Procured on the basis of low bid

A. Chemtek Incorporated for Orange Citrus Solvent Degreaser, \$41,000 annually, beginning upon award through December 31, 2027, with 2, 1-year renewal options – will provide orange citrus solvent degreaser for the Public Works Department. This solvent degreaser material is used for the maintenance of various equipment to properly clean and maintain allowing for longer usability and minimizing repairs to equipment.

Procured on the basis of Public Health and Safety Exemption

B. FarrWest Environmental Supply, Inc. for SAFD Hazmat Equipment Calibration & Maintenance Program, \$164,000 annually, beginning February 1, 2025, for three years, with 2, 1-year renewal options – will provide calibration, maintenance and repair of air monitors and radiological detection equipment and consumables for sample collection equipment, colorimetric testing papers and various solvents used for sample preparation and testing for the Hazardous Material Response Team (HAZMAT). All instruments and services are necessary to qualify as a Federal Emergency Management Agency Type 1 HAZMAT. FarrWest Environmental Supply, Inc. will provide 24/7/365 phone support for equipment or technical problems with a 1-hour response and solution time.

This purchase was made utilizing a public health or safety exemption to allow the San Antonio Fire Department Hazmat Team to procure specialized instruments, certified services and certified training packages for the specialized equipment to the exact specifications of the San Antonio Fire Department Hazmat Team. These services are custom designed to the San Antonio Fire Department's Hazmat Teams unique needs for use in emergency hazmat responses.

Procured on the basis of Sole Source

C. Mobile Electric Power Solutions, Inc. for MEPS Belt Driven Generators Systems for SAFD, \$72,000 annually, beginning upon award through December 31, 2026 with 3, 1-year renewal options – will provide new repair and remanufactured parts and labor for the San Antonio Fire Department for Mobile Electric Power Solutions (MEPS) Belt Driven-Generator Systems which will sustain the readiness of over 65 Emergency Medical Services Ambulances that are outfitted with MEPS generators from the manufacturer.

Mobile Electric Power Solutions, Inc., is the sole source provider of the belt-driven generator systems and parts which are outfitted in SAFD ambulances. The generator power is used to provide temperature control as well as electricity for various medical instruments for the

ambulances. MEPS parts must be utilized for any repairs to the proprietary MEPS generator systems and repairs must be performed by MEPS technicians.

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 their signature, that all items offered are considered a Sole Source.

#### Change Order

D. Bruel & Kjaer EMS, Inc. for Change Order No. 1 for Noise and Operations Monitoring System for the San Antonio International Airport, \$160,000 annually, extends the contract term beginning September 8, 2025 through September 7, 2026, with 1, 1-year renewal options – Change Order No. 1 to City approved Ordinance 2017-12-14-0985 to EMS Bruel & Kjaer, Inc. extends the contract term to maintain and upgrade the Noise Operations and Monitoring System (NOMS), includes warranty work and off-site software to keep the NOMS running and meet the needs of the San Antonio International Airport.

#### **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. Chemtek Incorporated for Orange Citrus Solvent Degreaser

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.

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

#### B. FarrWest Environmental Supply, Inc. for SAFD Hazmat Equipment Calibration & Maintenance Program

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.

This award is an exception to the Local Preference Program.

#### C. Mobile Electric Power Solutions, Inc. for MEPS Belt Driven Generators Systems for SAFD

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 Programs.

D. EMS Bruel & Kjaer, Inc. for Change Order No. 1 for Noise and Operations Monitoring System for the San Antonio International Airport.

This change order is an exception to the Local Preference Programs.

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 and change order 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 change order 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, public health and safety exemption, sole source and change order; therefore, a Contract Disclosure Form is not required.