



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 6

Agenda Date: January 11, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

1/11/2024 Annual Contracts

SUMMARY:

An ordinance awarding three contracts to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$481,485 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. Doggett Freightliner of South Texas, LLC for Autocar Truck Parts; \$240,000 annually (1 contract, Solid Waste Management Department)
- B. Rush Truck Centers of Texas, L.P. for Automotive and Heavy Equipment Filters; \$160,000 annually (1 contract, Building and Equipment Services, Aviation, Solid Waste Management, and Fire Department)
- C. Management Information Technology USA, Inc. dba ChildPlus Software for DHS ChildPlus Software Subscription; \$81,485 annually (1 contract, Department of Human Services)

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. Doggett Freightliner of South Texas, LLC for Autocar Truck Parts, \$240,000 annually, upon award through December 31, 2026, with 2, 1-year renewal options – will provide the Solid Waste Management Department, Fleet Operations Division, with a contractor to furnish replacement Autocar truck parts needed for in-house repairs of Autocar trucks used for garbage collection. This equipment is owned and operated by the City of San Antonio.

B. Rush Truck Centers of Texas, L.P. for Automotive and Heavy Equipment Filters, \$160,000 annually, upon award through September 30, 2026, with 2, 1-year renewal options – will provide the Building and Equipment Services Department–Fleet Services Division, Aviation Operations, Fire EMS & Fire Fighting, and Solid Waste Management with automotive and heavy equipment filters. The specific types of filters used for replacement and preventive maintenance for automotive, light-duty, medium-duty and heavy-duty include fuel, air, oil, transmission filters, hydraulic, fuel water separator, cabin, crankcase, power steering, and diesel exhaust fluid.

Procured on the basis of sole source:

C. Management Information Technology USA, Inc. dba ChildPlus Software for DHS ChildPlus Software Subscription, \$81,485 annually, February 1, 2024 through January 31, 2029 – provide the Department of Human Services (DHS) Head Start Division with the Child Plus Software subscription services and virtual training. These services include online applications, attendance application, custom module designer, email notifications for parents and staff, plus all the basic functions the DHS Head Start Division needs, i.e. eligibility, waiting lists, enrollment, attendance, health, immunizations, nutrition, and many more. Virtual training services include virtual visits, access to the ChildPlus Learning Library and knowledge base, group webinars, and tech support. The software allows the program to run a paperless system and reporting simplicity.

ChildPlus Software is being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07, due to the proprietary nature of the software. 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.

This sole source procurement allows for ChildPlus Software to continue to provide the data management system that the DHS Head Start Division has utilized for data collection, management, and analysis since 2011.

ISSUE:

This contract represents 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. Doggett Freightliner of South Texas, LLC for Autocar Truck Parts

This contract is within the scope of the 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 did not apply.

B. Rush Truck Centers of Texas, L.P. for Automotive and Heavy Equipment Filters

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.

In accordance with the Local Preference Program, no local preference was applied since the local bidder is not within 3% of the recommended lowest non-local bidder.

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.

C. Management Information Technology USA, Inc. dba ChildPlus Software for DHS ChildPlus Software Subscription

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.

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 submitted through this ordinance to provide the City with specified commodities and services on an annual contract basis. These annual contracts are critical to the City's daily operations.

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