



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 35

**Agenda Date:** December 5, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Fire Department

**DEPARTMENT HEAD:** Valerie Frausto

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Laboratory Testing for the Fire Department Wellness Center

**SUMMARY:**

Ordinance approving a professional services agreement with Clinical Pathology Laboratories, Inc. to provide medical laboratory testing services for the San Antonio Fire Department, Health and Wellness Program for an estimated annual amount of \$37,630.50 and a total cost of \$188,152.50, beginning March 1, 2025, through February 29, 2028, with the option of two additional, one-year renewals at the City's option. Funding is available from the FY 2025 General Fund Adopted Budget. Funding for future years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Clinical Laboratories, Inc. to provide medical laboratory testing services for the San Antonio Fire Department, Health and Wellness Program.

The FY 2010 budget approved the creation of a San Antonio Fire Department Wellness Program

to promote and encourage the health and wellness of its uniformed employees throughout their careers. This program was designed to provide early detection of serious medical conditions and encourage better health, thereby allowing our members to do their job more safely and effectively.

The City issued a Request for Proposals (RFP) for “Laboratory Testing for the Fire Department Wellness Center” (RFP 24-110, 6100018031) on June 5, 2024, with a submission deadline of July 9, 2024, which was extended until July 26, 2024. The RFP was advertised in the Hart Beat, TVSA Channel, the City’s Bidding and Contracting Opportunities website, the San Antonio e-Procurement system, and an email notification was released to a list of potential respondents. Three proposals were received, and all three proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the San Antonio Fire Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 25 points allotted for experience, background and qualifications; 30 points allotted for proposed plan; 20 points allotted for price; 5 points allotted for the Small Business Enterprise (SBE) Prime Contract Program; 5 points allotted for the Minority Women Business Enterprise (M/WBE) Prime Contract Program; 10 points allotted for the Local Preference Program, and 5 points for the Veteran-Owned Small Business (VOSB) Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the three proposals on September 19, 2024. The top ranked firm was Clinical Pathology Laboratories, Inc. and is recommended for award.

The initial term of the agreement will be March 1, 2025, through February 29, 2028, with two additional, one-year renewals at the City’s option which will also be authorized by this ordinance.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with five (5) evaluation preference points, and the Minority/Women-Owned Business Enterprise (MWBE) Prime Contract Program with five (5) evaluation preference points. Clinical Pathology Laboratories, Inc. was not eligible to receive any points.

## **ISSUE:**

Ordinance approving a professional services agreement with Clinical Pathology Laboratories, Inc. to provide medical laboratory testing services for the San Antonio Fire Department, Health and Wellness Program for an estimated annual amount of \$37,630.50 and a total cost of \$188,152.50, beginning March 1, 2025, through February 29, 2028, with the option of two additional, one-year renewals at the City’s option. Funding is available from the FY 2025 General Fund Adopted Budget. Funding for future years is contingent upon City Council approval of the annual budget.

**ALTERNATIVES:**

None.

**FISCAL IMPACT:**

Ordinance approving a professional services agreement with Clinical Pathology Laboratories, Inc. to provide medical laboratory testing services for the San Antonio Fire Department, Health and Wellness Program for an estimated annual amount of \$37,630.50 and a total cost of \$188,152.50, beginning March 1, 2025, through February 29, 2028, with the option of two additional, one-year renewals at the City's option. Funding is available from the FY 2025 General Fund Adopted Budget. Funding for future years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends the approval of this ordinance.