



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** March 20, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

3/20/25 Annual Contracts

**SUMMARY:**

This ordinance awards a contract to Heat Safety Equipment, LLC. to provide the City with commodities and services on an annual basis for the term of the contract for an estimated amount of \$150,000 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 contract:

A. Heat Safety Equipment, LLC. for Self-Contained Breathing Apparatus (SCBA) Equipment Service & Repairs for San Antonio Fire Department (SAFD), \$150,000 annually (1 contract, Fire 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. Heat Safety Equipment, LLC. for Self-Contained Breathing Apparatus (SCBA) Equipment Service & Repairs for San Antonio Fire Department (SAFD), \$150,000 annually, beginning upon award through December 21, 2027, with 2, 1-year renewal options – will provide testing, diagnoses, repair services and parts for the Self-Contained Breathing Apparatus (SCBA) Equipment & other related equipment for the San Antonio Fire Department (SAFD) at various SAFD facilities. Contractor will furnish all labor, parts, supervision, tools, and specialized equipment to perform the work. All maintenance, testing, diagnoses and repair services will be provided in accordance with National Fire Protection Association, (NFPA) 1852 guidelines, or current edition.

**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. Heat Safety Equipment, LLC. for Self-Contained Breathing Apparatus (SCBA) Equipment Service & Repairs for San Antonio Fire Department (SAFD)

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 the services.

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

The Veteran-Owned Small Business Preference Program does not apply to good/supplies or non-professional services, so no preference was applied to this contract.

**ALTERNATIVES:**

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

**FISCAL IMPACT:**

This ordinance awards a contract to Heat Safety Equipment, LLC. to provide the City with commodities and services on an annual basis for the term of the contract for an estimated amount of \$150,000 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 contract:

A. Heat Safety Equipment, LLC. for Self-Contained Breathing Apparatus (SCBA) Equipment Service & Repairs for San Antonio Fire Department (SAFD), \$150,000 annually (1 contract, Fire Department)

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 this contract submitted through this ordinance to provide the City with specified services on an annual contract basis.

This contract was procured on the basis of low bid; therefore, a Contract Disclosure Form is not required.