



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 8

Agenda Date: February 22, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

2/22/2024 Annual Contracts

SUMMARY:

An ordinance awarding seven contracts to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$546,800 in year 1 and \$581,748 annually thereafter. 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. Smith Print II, Inc.; Capital Printing Co. LTD; Clear Visions, an RR Donnelley, Co.; and Rush American Printing, Inc., for Supplemental Printing Services, \$458,000 annually (4 contracts, Citywide)

B. XELA Resources and Contracting, Inc. for Ice/Water Dispenser and Supporting Preventive Maintenance and Repairs, \$19,200 annually, \$96,000 total contract value (1 contract Building and Equipment Services)

C. GoApron Inc. for Gate Management System for Aviation, \$48,600 in year 1, \$378,940 contract total (1 contract, Aviation Department)

D. Knightscope, Inc. for Autonomous Security Robot Subscription Services for Aviation, \$21,000 year 1, \$108,852 contract total (1 contract, Aviation 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. Smith Print II, Inc.; Capital Printing Co. LTD; Clear Visions, an RR Donnelley, Co.; and Rush American Printing, Inc. for Supplemental Printing Services, \$458,000 annually, upon award through October 31, 2026, with a 1-year renewal option – will provide supplemental printing services to include categories such as letterheads, envelopes, postcards, decals, forms, copies, brochures, newsletters, and booklets. This supplemental printing contract will be managed by the Finance Department's Print and Mail Services Division (Print Shop) to support print and mail services for various City departments.

B. XELA Resources and Contracting, Inc. for Ice/Water Dispenser and Supporting Preventive Maintenance and Repairs, \$19,200 annually, \$96,000 total contract value, upon award or March 1, 2024, whichever is later, through February 28, 2027, with 2, 1-year renewal options – will provide preventive maintenance services and repairs of City-owned ice/water dispensing machines and supporting components, to be utilized by the Building & Equipment Services Department.

Procured on the basis of cooperative purchasing:

C. GoApron Inc. for Gate Management System – Aviation, \$48,600 year 1, \$378,940 contract total, upon award for 1 year with 3, 1-year renewal options – will provide a gate management system for the Aviation Department. The system is a cloud-based Software as a Service (SaaS) solution that will provide customizable gate management, gate forecasting and planning, trend analysis, and will monitor airline activity in real-time based on the Federal Aviation Administration (FAA) data. The system will integrate with multiple flight information display systems to provide real-time flight data, including landing, in-gate, out-gate, and in-air times, providing continuous notifications of flight statuses and flight matching with gate/spot availability.

This software will be purchased from GoApron, Inc. utilizing The Interlocal Purchasing System (TIPS) Cooperative Purchasing contract number 230105, the cooperative program passed through Ordinance #2009-12-10-1002, dated 12/10/2009. The use of cooperative allows for the purchase of a cloud-based, customizable gate management, aircraft parking, rate sheet calculation and financial reporting software solution.

D. Knightscope, Inc. for Autonomous Security Robot Subscription Services for Aviation, \$21,000 year 1, \$108,852 contract total, upon award for a 12-month period with 4, 1-year renewal options – will provide the Aviation Department with an autonomous security robot (ASR) subscription to include user interfaced, security operation center access, to operate alongside human law enforcement and security professionals. This ASR subscription will be utilizing the OMNIA Cooperative Purchasing contract number 12-12, the cooperative program passed through

Ordinance #2013-06-13-0414, dated 6/13/2013. The use of the cooperative allows for the subscription of the Autonomous Security Robot Subscription Services. There are no local firms available with the qualifications and experience to provide this service.

ISSUE:

These contracts 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. Smith Print II, Inc.; Capital Printing Co. LTD; Clear Visions, an RR Donnelley, Co.; and Rush American Printing, Inc. for Supplemental Printing Services

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.

For categories A, B, D, F, G, & H – 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.

For categories C & E – 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 bidder for categories.

B. XELA Resources and Contracting, Inc. for Ice/Water Dispenser and Supporting Preventive Maintenance and Repairs

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. GoApron Inc. for Gate Management System – Aviation

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

This contract is an exception to the Local Preference Program.

D. Knightscope, Inc. for Autonomous Security Robot Subscription Services for Aviation

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.

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

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