



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 10

**Agenda Date:** December 12, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

12/7/2023 Annual Contracts

**SUMMARY:**

An ordinance awarding ten contracts, a change order and an amendment to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$2,249,754.54 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. Power Light Fix LLC dba Batteries Plus for Automotive, Industrial, and Utilities Batteries; \$458,000 annually (1 contract, Solid Waste Management, Building & Equipment Services, Fire, and Aviation Departments)
- B. Acme Safe & Lock Co. for Locksmith Services and Parts; \$202,000 annually (1 contract, Citywide)
- C. Downstream Aviation LP, dba EPIC Aviation LLC for Jet-A Bulk Fuel; \$214,000 annually (1 contract, Police Department)
- D. Moon Valley Nurseries, LLC; Mosty Brothers Nursery, Inc.; Sorelle Farms, LLC for Supply of Trees; \$430,000 annually (3 contracts, Parks and Recreation Department)
- E. Brasada Ford, LTD.; Jordan Ford, LTD; McCombs HFC, LTD., Red McCombs Ford; Southway Mac Haik Ford, LTD. for Ford Captive Parts; \$750,000 annually (4 contracts, Building and

Equipment Services)

F. Passport Labs, Inc. for Change Order 1 for Annual Contract for Parking Enhancements and Mobile App; \$50,000 annually (1 contract, Center City Development & Operations)

G. HUB Parking Technology USA, Inc. for Amendment III for Parking Revenue Control System for Downtown Parking Garages & Lots; \$145,754.54 through November 30, 2024; \$285,903.14 Amendment total (1 contract, Center City Development & Operations)

## **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. Power Light Fix LLC dba Batteries Plus for Automotive, Industrial, and Utilities Batteries, \$458,000 annually; upon award through December 31, 2026, with 2, 1-year renewal options – will provide automotive, industrial, and utility batteries for vehicles and equipment for the departments of Solid Waste Management, Building & Equipment Services, Fire, and Aviation. Units utilizing the batteries include passenger vehicles, emergency, light/medium/heavy duty trucks, utility vehicles, and other various equipment. This contract will support vehicles and equipment utilized throughout the City.

B. Acme Safe & Lock Co. for Locksmith Services and Parts, \$202,000 annually; upon award through June 30, 2026 with 2, 1-year renewal options – will provide various City departments with locksmith services and products. Services include, but are not limited to, lockset installation, duplicate keys, key fitting, key numbering and vehicle locksmith services. City will also utilize this contract to purchase locksmith products/parts, as needed.

C. Downstream Aviation LP, dba EPIC Aviation LLC for Jet-A Bulk Fuel, \$214,000 annually; January 1, 2024, through December 31, 2026, with 2, 1-year renewal options – will provide the Police Department Helicopter Detail with a contractor to provide bulk Jet-A Fuel for use in City owned helicopters. The contractor will transport and pump bulk Jet-A Fuel into an above ground storage tank located at Stinson Municipal Airport. Approximately 2,000 gallons up to a full tanker load of 7,500 gallons will be pumped each time with an estimated annual consumption of 70,000 gallons. Contract requirements call for delivery within 24 hours of notice, Monday through Friday and the ability to accept an order 24 hours a day, 365 days a year.

D. Moon Valley Nurseries, LLC; Mosty Brothers Nursery, Inc.; Sorelle Farms, LLC for Supply of Trees, \$430,000 annually; upon award through September 30, 2026, with 2, 1-year renewal options – will provide for a contractor to furnish and deliver a wide variety of trees of varying sizes on an “as needed” basis throughout the City of San Antonio. The trees will be utilized by the Parks and Recreation Department to enhance the tree population throughout the City or for tree adoption

opportunities for the public.

**Procured on the basis of Public Health and Safety Exemption:**

E. Brasada Ford, LTD.; Jordan Ford, LTD; McCombs HFC, LTD., Red McCombs Ford; Southway Mac Haik Ford, LTD. for Ford Captive Parts, \$750,000 annually; upon award through December 31, 2026, with 2, 1-year renewal options – will provide the Building and Equipment Services Department with Ford captive parts on an annual basis. These items will be provided at discount catalog pricing on an as needed basis and will be used to only buy parts for in-house repairs by the City.

This purchase was made utilizing a public health or safety exemption to allow the Building and Equipment Services Department to buy Ford brand specific Original Equipment Manufacturer (OEM) Parts to repair City owned vehicles. Due to the ongoing supply chain issues, the Building and Equipment Services Department requires immediate flexibility to buy and engage multiple Ford OEM parts vendors. This exemption is necessary to safeguard the public’s wellbeing and various departments operational continuity, particularly public safety and emergency response departments.

**Change Order/Amendment:**

F. Passport Labs, Inc. for Change Order 1 for Annual Contract for Parking Enhancements and Mobile App, \$50,000 annually; November 20, 2023, through November 20, 2024. This Change Order 1 to City approved Ordinance 2018-11-15-0903 awarded to Passport Labs, Inc., will extend the contract for one year through November 20, 2024, with a one-year renewal option. Passport Labs, Inc. will continue to provide a private label parking mobile application with full-service parking support and service. Passport Labs, Inc. will continue to provide a mobile parking application which offers users key features of visibility to parking availability, payment options, and extending time limits for approximately 5,600 downtown public parking spaces available in garages and street level lots / spaces that are supported by automated meters and 700-coin operated meters.

The convenience/transaction fee will increase from \$0.15 to \$0.25 per transaction. Passport Labs, Inc. collects a convenience/transaction fee of \$.25 per transaction. The user is notified of the transaction fee through the mobile application. There is no fee to the user to extend an active session.

G. HUB Parking Technology USA, Inc. for Amendment III for Parking Revenue Control System for Downtown Parking Garages & Lots, \$145,754.54 through November 30, 2024; \$285,903.14 Amendment total; December 1, 2023 through November 30, 2024 with a one-year renewal option – This Amendment III to City approved Ordinance 2010-06-17-0533 awarded to HUB Parking Technology USA, Inc. (Formerly CTR Systems Parking, Inc.) will provide the Center City Development Operations Department with an extension to the maintenance and support contract for the Parking Revenue Control System term from December 1, 2023 to November 30, 2024, with a one year renewal option.

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 his/her signature, that all items offered are considered a Sole Source. This Amendment continues established services with vendor since June 17, 2010.

**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. Power Light Fix LLC dba Batteries Plus for Automotive, Industrial, and Utilities Batteries**

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.

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.

**B. Acme Safe & Lock Co. for Locksmith Services and Parts**

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. Downstream Aviation LP, dba EPIC Aviation LLC for Jet-A Bulk Fuel**

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 5% of the recommended lowest non-local bidder.

**D. Moon Valley Nurseries, LLC; Mosty Brothers Nursery, Inc.; Sorelle Farms, LLC for Supply of Trees**

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.

E. Brasada Ford, LTD.; Jordan Ford, LTD; McCombs HFC, LTD., Red McCombs Ford; Southway Mac Haik Ford, LTD. for Ford Captive Parts

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.

F. Passport Labs, Inc. for Change Order 1 for Annual Contract for Parking Enhancements and Mobile App

This contract change order will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with ten (10) evaluation preference points, and the Minority/ Women-Owned Small Business Enterprise (M/WBE) Prime Contract Program with ten (10) evaluation preference points. These preference points were to be awarded to a SBEDA eligible Prime Contractor if they were a certified SBE and M/WBE firm, located within the San Antonio Metropolitan Statistical Area.

This contract is an exception to the Local Preference Program.

G. HUB Parking Technology USA, Inc. for Amendment III, for Parking Revenue Control System for Downtown Parking Garages & Lots

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, change order and amendment 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 department are as needed and dependent upon available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends the acceptance of these contracts, change order and amendment 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 via low bid, Public Health and Safety exemption, change order, and amendment; therefore, a Contract Disclosure Form is not required.