



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 11

**Agenda Date:** December 19, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

12/19/2024 Annual Contracts

**SUMMARY:**

An ordinance awarding five contracts and one amendment to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$381,000 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 contracts:

A. Comfort Systems USA (Central Texas), Inc. dba Mtech, Mtech-Icon, Mechanical Technical Services for Preventative Maintenance on Chillers, \$17,000 annually (1 contract, Parks and Recreation Department)

B. Magnetic Ticket & Label Corporation for Baggage Tags and Boarding Passes for San Antonio International Airport, \$79,000 annually (1 contract, Aviation Department)

C. AgH2O Holdings, LLC for Wood Fiber Playground Chips, \$150,000 annually (1 contract, Parks and Recreation Department)

D. Multicultural Books & Videos for Multicultural Books and Videos – SAPL, \$20,000 annually

(1 contract, San Antonio Public Library)

E. Unistar-Sparco Computers, Inc. for DotNetNuke for ITSD, \$64,000 annually (1 contract, Information Technology Services Department)

F. Climatec, LLC for HVAC Monitoring for San Antonio Library Amendment, \$51,000 annually (1 contract, San Antonio Public Library 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. Comfort Systems USA (Central Texas), Inc. dba Mtech, Mtech-Icon, Mechanical Technical Services for Preventative Maintenance on Chillers, \$17,000 annually, beginning upon award through October 31, 2027, with 2, 1-year renewal options – will provide all labor, equipment, and materials to perform quarterly and annual preventive maintenance and inspection services on three cooling towers and four centrifugal chillers at Ron Darner Parks and Recreation Operations Headquarters, Westside YMCA and Davis Scott YMCA.

B. Magnetic Ticket & Label Corporation for Baggage Tags and Boarding Passes for San Antonio International Airport, \$79,000 annually, beginning upon award through September 30, 2027, with 2, 1-year renewal options – will provide blank printable baggage tags and boarding passes for the San Antonio International Airport for daily operations of checking in passengers to flights, checking baggage, and printing out boarding passes.

C. AgH2O Holdings, LLC for Wood Fiber Playground Chips, \$150,000 annually, beginning upon award through October 31, 2027, with 2, 1-year renewal options – will provide engineered wood fiber chips. This product is used by the Parks and Recreation Department as safety surfacing for public playgrounds located throughout the City.

### Procured on the basis of sole source

D. Multicultural Books & Videos for Multicultural Books and Videos – SAPL, \$20,000 annually, beginning February 1, 2025 through January 31, 2028, with 2, 1-year renewal options – will provide the San Antonio Public Library (SAPL) with spanish language books, DVD's, CDs and other foreign language materials. SAPL will be responsible for the freight costs of this material.

### Procured on the basis of cooperative purchasing

E. Unistar-Sparco Computers, Inc. for DotNetNuke for ITSD, \$64,000 annually, beginning December 23, 2024 through December 23, 2025, with 2, 1-year renewal options – will provide continuation of licensing for the DotNetNuke (DNN) web development application for the Information Technology Services Department (ITSD). DNN provides a powerful yet user-friendly

solution for creating and managing websites and online applications. DNN is a web content management system (CMS) and web application framework built on the Microsoft.NET platform, designed to help ITSD and City departments quickly create, manage, and maintain dynamic websites and applications.

#### Amendment

F. Climatec, LLC for HVAC Monitoring for San Antonio Library – Amendment, \$51,000 annually, amendment to extend contract by one year through December 31, 2025 – will provide maintenance and support to the proprietary Heating, Ventilation and Air Conditioning (HVAC) systems at Central Library, and McCreless, Parman, Semmes, Memorial, Forrest Hills, and Westfall Libraries. This Amendment 1 will amend original contract that was approved by Council on September 19, 2019, Ordinance No. 2019-09-19-0735 to extend term by one year.

#### **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. Comfort Systems USA (Central Texas), Inc. dba Mtech, Mtech-Icon, Mechanical Technical Services for Preventative Maintenance on Chillers

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.

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.

B. Magnetic Ticket & Label Corporation for Baggage Tags and Boarding Passes for San Antonio International Airport

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.

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

C. AgH2O Holdings, LLC for Wood Fiber Playground Chips

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.

**D. Multicultural Books & Videos for Multicultural Books and Videos – SAPL**

This item is an exception to the Small Business Economic Development Advocacy (SBEDA) Program.

This contract is an exception to the Local Preference Program.

**E. Unistar-Sparco Computers, Inc. for DotNetNuke for ITSD**

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived as GSA MSA Schedule 47QTCA20D0053 with a non-SBEDA eligible firm, Unistar-Sparco, was utilized.

This award is an exception to the Local Preference Program.

**F. Climatec, LLC for HVAC Monitoring for San Antonio Library Amendment**

This award is an exception to the Local Preference Program since this is an amendment to an existing contract..

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

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