



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 11

**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:**

12/12/2023 Annual Contracts

**SUMMARY:**

An ordinance awarding seven contracts and a change order to provide the City of San Antonio (City) with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$4,004,491.58 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. Ancira Motor Company; and Ingram Park Chrysler Jeep, Inc. for On-Call Stellantis Service; \$400,000 annually (1 contract, Building and Equipment Services, Solid Waste Management, Fire, and Aviation Departments)
- B. SAT Radio Communications, LTD dba Industrial Communications; and CDS Properties, Inc. dba Southwest Public Safety for Service Police Vehicles with Emergency Equipment Parts, Installs, Removals, Graphics, and Repairs; \$1,600,000 annually (2 contracts, Police)
- C. Medwheels Inc. for Lucas Device Accessories for SAFD; \$54,000 annually (1 contract, Fire)
- D. Stryker Sales, LLC for Lucas Device Equipment for SAFD; \$124,000 annually (1 contract, Fire)
- E. E.J. Ward, Inc. for EJ Ward Automated Fuel Management System; \$561,000 annually (1

contract, Building and Equipment Services)

F. Selrico Services, Inc. for Custodial Services SAPL; \$1,265,491.58 annually (1 contract, Library)

## **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 Public Health and Safety and Unforeseen Damages Exemptions:

A. Ancira Motor Company and Ingram Park Chrysler Jeep, Inc. for On-Call Stellantis Service, \$400,000 annually, upon award through October 31, 2026, with 2, 1-year renewal options – will support repairs to Stellantis brand vehicles on an annual contract basis. There are approximately 630 Stellantis brand motor vehicles (Ram, Dodge, Jeep, and Chrysler) varying in models, vehicle type, and year in the City’s fleet. This solicitation is intended to obtain on-call service providers to perform timely repair services, including required parts, for sedans, light/medium-duty pickup trucks, sport utility vehicles (SUV) and vans in the City’s fleet.

This purchase was made utilizing an unforeseen damages exemption to allow BESD procurement of Stellantis brand specific original equipment manufacturer (OEM) parts and to receive repair services to City owned vehicles. Due to the ongoing supply chain issues, the City requires immediate procurement flexibility to engage multiple vendors. This exemption is necessary to safeguard the public’s wellbeing and various departments operational continuity, particularly public safety, and emergency response department.

B. SAT Radio Communications, LTD dba Industrial Communications and CDS Properties, Inc. dba Southwest Public Safety for Service Police Vehicles with Emergency Equipment Parts, Installs, Removals, Graphics, and Repairs, \$1,600,000 annually, upon award through September 30, 2026, with 2, 1-year renewal options – will provide the San Antonio Police Department (SAPD) with two on-call service providers to service vehicles with emergency equipment which include but are not limited to the following services: (A) providing vehicle graphic kits, (B) installation, removal, and repair of police vehicle equipment, and (C) providing emergency equipment parts. The vehicle graphics and emergency equipment parts will be placed on all Police Department marked emergency vehicles for the purpose of identification. The contract shall include the purchase of inventory and noninventory parts and may utilize parts and items the City may have in stock from another party/supplier.

This is not an exclusive contract. The City reserves the right to purchase services from awarded vendors to accommodate for overflow or special projects, and/or specialty builds, and to ensure availability of parts.

C. Medwheels Inc. for Lucas Device Accessories for SAFD, \$54,000 annually; upon award through December 31, 2026, with 2, 1-year renewal options – will provide the San Antonio Fire Department with Lucas 3 Accessories and supplies required for Lucas device equipment. The Lucas 3 device is an automated piece of equipment that first responders will use to conduct CPR on patients during emergency medical responses. The accessories and supplies are needed to replace broken, worn, or compromised pieces of the Lucas 3 device.

These items are being purchased through a public health or safety for sole brand accessories and will provide for continuation of accessories for Lucas Device Equipment utilized by the Fire Department. The Lucas 3 Chest Compression System and Accessories were tested and approved for use by the Emergency Medical Services Administration and Office of Medical Director.

Procured on the basis of Sole Source:

D. Stryker Sales, LLC for Lucas Device Equipment for SAFD, \$124,000 annually; upon award through December 31, 2026 with 2, 1-year renewal options – will provide the provide San Antonio Fire Department with Lucas 3 Chest Compression Systems. The Lucas 3 device is automated equipment used by first responders to conduct CPR on patients during emergency medical responses.

This contract will provide for continuation of established Lucas Device Equipment utilized by the Fire Department. 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. The Lucas 3 Chest Compression System was tested and approved for use by the Emergency Medical Services Administration and Office of Medical Director.

E. E.J. Ward, Inc. for EJ Ward Automated Fuel Management System, \$561,000 annually; January 1, 2024 through December 31, 2024 with 4, 1-year renewal options – will provide the Building and Equipment Services Department with a support agreement and a capacity-based contract for the purchase of additional hardware, remote tank monitoring services, and compliance reporting data from the city's existing automated tank gauge system. Services available through this contract are designed to ensure the City receives continuous trouble-free automated fueling system operations with minimal downtime or service interruption.

This contract will provide for continuation of established fuel management system services with E.J. Ward. 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

Amendment

F. Selrico Services, Inc. for Custodial Services SAPL, \$1,265,491.58 annually; upon award through December 31, 2024 with no renewal options – this is a renewal of an existing contract to

provide the San Antonio Public Library Department with custodial services at various City libraries. These services are required by the City of San Antonio to establish a custodial maintenance program that will ensure the libraries are uniformly clean, hygienic, orderly and attractive. Any tasks that are part of ordinary custodial services are included in this contract. This contract shall furnish all cleaning and custodial maintenance supplies and commercial equipment necessary to perform the services specified under this contract.

**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. Ancira Motor Company; and Ingram Park Chrysler Jeep, Inc. for On-Call Stellantis Service**

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 bidders, who is also a local business; therefore, application of the Local Preference Program was not required.

**B. SAT Radio Communications, LTD dba Industrial Communications; and CDS Properties, Inc. dba Southwest Public Safety for Service Police Vehicles with Emergency Equipment Parts, Installs, Removals, Graphics, and Repairs**

These contracts will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. SAT Radio Communications, LTD dba Industrial Communications; and CDS Properties, Inc. dba Southwest Public Safety have committed to satisfying the 11% Small Business Enterprise (SBE) subcontracting goal.

The recommended awards are to the lowest responsive bidders, who are also local businesses; therefore, application of the Local Preference Program was not required.

**C. Medwheels Inc. for Lucas Device Accessories for SAFD**

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Medwheels Inc. has committed to satisfying the 13% Minority and/or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

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.

**D. Stryker Sales, LLC for Lucas Device Equipment for SAFD**

This contract is exempt from competitive bidding and is excluded from the scope of the Small

Business Economic Development Advocacy (SBEDA) program.

This contract is an exception to the Local Preference Program.

E. E.J. Ward, Inc. for EJ Ward Automated Fuel Management System

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. Selrico Services, Inc. for Custodial Services SAPL, Change Order

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 and change order 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 and change order 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 Public Health and Safety exemption, Unforeseen Damages exemption, sole source, and a change order; therefore, a Contract Disclosure Form is not required.