



# City of San Antonio

## Agenda Memorandum

**File Number:**

---

**Agenda Item Number:** 10

**Agenda Date:** October 3, 2024

**In Control:** City Council A Session

---

**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for Purchase, Inspection, and Maintenance of Fire Extinguishers

**SUMMARY:**

This ordinance authorizes a contract with Cintas Corporation No. 2 for the purchase, inspection, and maintenance of fire extinguishers for the Building and Equipment Services Department (BESD), San Antonio Metropolitan Health District (SAMHD), Center City Development & Operations (CCDO), Department of Human Services (DHS), San Antonio Public Library (SAPL), Convention and Sports Facilities Department (CSF), Parks and Recreation Department, Solid Waste Management Department (SWMD), Public Works Department, and the San Antonio Police Department (SAPD) for an estimated annual cost of \$157,000.00 and an estimated total cost of \$785,000.00. Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Cintas Corporation No. 2 to provide routine inspections, maintenance, and repairs for fire extinguisher services at various locations throughout the City. This service is required to preserve the safety, reliability, and functionality of the fire extinguishers at various City facilities. The scheduled maintenance services and other services will consist of but are not limited to performing a thorough examination of the mechanical parts, extinguishing agent, and expelling means of each portable fire extinguisher, and replacing the tamper seals whenever maintenance is performed on rechargeable fire extinguishers. In addition, contractor will perform hydrostatic testing of fire extinguisher cylinders when required.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for an “Annual Contract for Purchase, Inspection, and Maintenance of Fire Extinguishers” (RFCSP 24-083; 6100017850) on April 17, 2024, with a submission deadline of May 22, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential respondents. Four proposals were received, and two were deemed nonresponsive due to failure to submit a complete proposal. The remaining two proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from BESD, SAPL, CCDO and DHS. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 35 points allotted for experience, background and qualifications; 30 points allotted for proposed plan; and 15 points allotted for respondent’s price; 10 points were allotted for the Small Business Enterprise (SBE) Prime Contract Program; and 10 points were allotted for the Minority/Women Business Enterprise (M/WBE) Prime Contract Program. Additional categories of consideration included references and financial qualifications. A Best and Final Offer (BAFO) was issued to request each firm’s most competitive pricing prior to the commencement of evaluations.

The evaluation committee met to discuss and score the two proposals on July 8, 2024. The top ranked firm was Cintas Corporation No. 2 and is recommended for award.

The initial term of the agreement will be from October 1, 2024 through September 30, 2027. Two additional, one-year renewals at the City’s option will also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide maintenance, repairs and inspection services of fire extinguishers. The contractor will provide the necessary labor, materials, service equipment, tools, transportation, method of communication, supervision of staff, service reports, stocking required supplies, and maintaining accurate records. Additionally, the contract includes the purchase of new fire extinguishers for various City departments. This service is required to preserve the safety, reliability, and functionality of the fire extinguishers at various city facilities.

This contract will be awarded in compliance with the Small Business Economic Development

Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with Ten (10) evaluation preference points, and the Minority/Women-Owned Business Enterprise (MWBE) Prime Contract Program with Ten (10) evaluation preference points. Cintas Corporation No. 2 was not eligible to receive any points.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

This vendor has acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023, through Ordinance #2023-08-31-0585.

### **ALTERNATIVES:**

Should this contract not be approved, the various City departments would be required to procure scheduled annual preventative maintenance services on the fire extinguishers on an as-needed basis which could lead to inconsistent recurring services and delays in response time to maintenance and repair requests. Additionally, processing individual procurements will affect the cost of services due to non-contracting pricing.

### **FISCAL IMPACT:**

This ordinance will approve a contract with Cintas Corporation No. 2 to provide various City departments with annual preventative maintenance services, inspection, repairs, and purchase of fire extinguishers for an estimated annual cost of \$157,000.00 and an estimated total cost of \$785,000.00 for a term of three years with two additional, one-year renewals. Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council.

### **RECOMMENDATION:**

Staff recommends approval of this ordinance.

This contract was procured by means of a Request for Competitive Sealed Proposals and a Contracts Disclosure Form is required.