



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 7

Agenda Date: December 5, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Installation of Ballistic Windshields

SUMMARY:

This ordinance authorizes a contract with Dana Safety Supply, Inc. for the installation and storage of ballistic windshields and side panel windows for specialty and patrol vehicles for the San Antonio Police Department (SAPD) for an estimated cost of \$1,274,000 annually and an estimated total cost of \$6,370,000 over the contract term; the initial term of the agreement will be for the period upon award through December 31, 2027, with two additional, one-year renewals. Funding for the first year of the contract in the amount of \$1,274,000 is available from the Equipment Renewal and Replacement Fund FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Dana Safety Supply, Inc. to provide the installation and storage of ballistic windshields and side panel windows for specialty and patrol vehicles for the San Antonio Police Department (SAPD). These services are required for the safety of the City's police officers.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for the “Installation of Ballistic Windshields” (RFCSP 24-103, 6100018137) on July 22, 2024, with a submission deadline of September 6, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website and the San Antonio e-Procurement System. One proposal was received and was deemed responsive for evaluation.

The evaluation committee consisted of representatives from the San Antonio Police Department, and Building and Equipment Services Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm’s experience, background, and qualifications; proposed plan; and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on October 4, 2024, to discuss the sole respondent’s proposal received. After evaluation committee review and evaluation, Dana Safety Supply, Inc. was recommended for award by the committee based on consensus scoring.

A pre-solicitation briefing was presented to the Audit Committee on April 30, 2024, prior to the solicitation being released. In addition, a post-solicitation briefing was presented to the Audit Committee on November 12, 2024, with staff’s recommendation for Council award.

The initial term of the agreement will be for the period upon award through December 31, 2027, with two additional, one-year renewals at the City’s option which will also be authorized by this ordinance.

ISSUE:

This contract will provide for the installation and storage of ballistic windshields and side panel windows for specialty and patrol vehicles for the San Antonio Police Department. Services will include the removal of factory windshields/windows, installation of ballistic glass, storage, and reinstallation of factory glass upon decommissioning of a vehicle.

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. Dana Safety Supply, Inc. 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 San Antonio Police Department would have to procure items on an as needed basis and increased costs due to non-contract buying would be realized. Failing to secure this service may jeopardize the safety of the City's police officers.

FISCAL IMPACT:

This ordinance will approve a contract with Dana Safety Supply, Inc. to provide the installation and storage of ballistic windshields and side panel windows for specialty and patrol vehicles for the SAPD for an estimated cost of \$1,274,000 annually and an estimated total cost of \$6,370,000 over the contract term; the initial term of the agreement will be for the period upon award through December 31, 2027, with two additional, one-year renewals. Funding for the first year of the contract in the amount of \$1,274,000 is available from the Equipment Renewal and Replacement Fund FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

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