



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** September 19, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

9/19/2024 Annual Contracts

**SUMMARY:**

An ordinance awarding two contracts to provide the City with commodities and services on an annual basis for the term of the contract for an estimated amount of \$53,000 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 contract:

A. Rapiscan Systems, Inc. for Rapiscan Support for X-Ray Machines, \$36,000 annually (1 contract, Information Technology Services Department)

B. Quickseries Publishing, Inc. for Quickseries Ready South Texas Mobile Application, \$17,000 annually (1 contract, San Antonio Fire 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 Sole Source:**

A. Rapiscan Systems, Inc. for Rapiscan Support for X-Ray Machines, (1 contract, Information Technology Services Department), \$36,000 annually, October 1, 2024 through September 30, 2025 with 3, 1-year renewal options - will provide the Information Technology Services Department with Rapiscan x-ray machines maintenance and support. The City has seven (7) x-ray machines in active use at various City facilities to screen personal hand carried items entering City facilities. Rapiscan maintains proprietary ownership over all intellectual concepts pertaining to manufactured products and is the only vendor certified to provide maintenance and support for the x-ray machines.

B. Quickseries Publishing, Inc. for QuickSeries Ready South Texas Mobile Application, \$17,000 annually, beginning October 1, 2024, through September 30, 2025, with 4, 1-year renewal options – will provide continued services for the San Antonio Fire Department with Ready South Texas mobile application (app) subscription to continue providing the community with an easy to use, readily accessible, and known mobile emergency preparedness application. QuickSeries® was chosen as one of the nationally recognized preparedness app creators for cities, counties, and states in the United States. QuickSeries® Publishing Inc. is the developer and sole source for the EOCREADY All Hazards Preparedness Mobile Application.

Regarding all the contracts listed in this memo, 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. Vendors acknowledge, with their signature, that all items offered are considered a Sole Source..

**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. Rapiscan Systems, Inc. for Rapiscan Support for X-Ray Machines

This award is an exception to the Small Business Economic Development Program and Local Preference Programs.

B. Quickseries Publishing, Inc. for Quickseries Ready South Texas Mobile Application

This award is an exception to the Small Business Economic Development Program and Local Preference Programs.

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

These contracts were procured on the basis of sole source; therefore, a Contract Disclosure Form is not required.