



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 9

Agenda Date: March 7, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

03/07/2024 Annual Contracts

SUMMARY:

An ordinance awarding three contracts to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$363,548 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. Archie Supply, LLC for Decorative Metal Picnic Tables, \$86,000 annually (1 contract, Parks and Recreation Department)
- B. Gear Cleaning Solutions, LLC for Bunker Gear Maintenance & Repair for the San Antonio Fire Department (SAFD), \$207,000 annually (1 contract, SAFD)
- C. Auto Chlor Services, LLC for Rental of Extractors and Dryers for the San Antonio Fire Department, \$70,548 annually (1 contract, SAFD)

BACKGROUND INFORMATION:

The City of San Antonio (City) 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. Archie Supply, LLC for Decorative Metal Picnic Tables, \$86,000 annually, upon award through March 31, 2026, with 2, 1-year renewal options – will provide the Parks and Recreation Department with a contractor to provide all labor and materials needed to fabricate, paint, and deliver decorative metal picnic tables for various City parks locations. Delivery charges is included in the bid price. These decorative metal picnic tables will be placed at City-owned parks locations. Installation of the tables by vendor is not required.

Procured on the basis of public health or safety exemption:

B. Gear Cleaning Solutions, LLC for Bunker Gear Maintenance and Repair for the San Antonio Fire Department, \$207,000 annually, upon award through November 30, 2026, with 2, 1-year renewal options – will provide SAFD with a qualified vendor to provide all labor, materials, and equipment to perform maintenance and repair of Personal Protective Equipment (PPE) for firefighters in accordance with the most current edition of the National Fire Protection Association (NFPA) Code 1851 and other relevant NFPA standards, Texas Administrative Code Title 37, Part 13, Chapter 435, Rule §435.1 latest editions, as well as the care and maintenance guidelines for the PPE manufacturer of firefighter structural ensembles and wildland ensembles.

The inspection and cleaning of bunker gear will be performed in-house through Item C, Rental of Extractors and Dryers for the San Antonio Fire Department.

This contract was procured utilizing a public health or safety exemption. Required equipment to personal protective equipment must meet the NFPA 1851, TCFP TAC 435.1 requirements to maintain the manufacturer PPE warranty and ensures the ongoing health and safety of City firefighters.

C. Auto Chlor Services, LLC for Rental of Extractors and Dryers for the San Antonio Fire Department, \$70,548 annually, upon award for six years – will provide for rental of extractors and dryers for SAFD to clean PPE in-house, ensuring National Fire Protection Association. (NFPA 1851), Texas Commission on Fire Protection, Texas Administrative Code (TCFP TAC 435.1), and manufacturer requirements are maintained in a timely manner for PPE. Contractor will provide regular maintenance of rental equipment and applicable cleaning chemicals. Contractor will deliver, set up and pick up equipment at end of rental period. At the conclusion of 6-year rental period the City will have the option to purchase all equipment for \$1.00.

This contract will supplement Item B, Bunker Gear Maintenance and Repairs, by providing the rental of extractors and dryers for SAFD to perform in-house the cleaning and inspection of existing and new bunker gear for SAFD.

This contract was procured utilizing a public health or safety exemption. Required equipment to

clean the personal protective equipment must meet the NFPA 1851, TCFP TAC 435.1 requirements to maintain the manufacturer PPE warranty and ensures the ongoing health and safety of City firefighters.

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. Archie Supply, LLC for Decorative Metal Picnic Tables for the Parks and Recreation Department

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. Gear Cleaning Solutions, LLC for Bunker Gear Maintenance and Repair for the San Antonio Fire Department

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

C. Auto Chlor Services, LLC for Extractors and Dryers for the San Antonio Fire Department

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.

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 annual contracts are critical to the City's daily operations.

These contracts were procured on the basis of low bid and public health or safety exemption; therefore, a Contract Disclosure Form is not required.