



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 7

**Agenda Date:** October 19, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contracts

**SUMMARY:**

An ordinance awarding three contracts, an amendment and a change order to provide the City with commodities and services on an annual basis for the term of the contracts, for an estimated cost of \$489,000 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 contracts:

A. The Trinidad Group, LLC dba BioTechs for cleaning and sanitation of vehicles and office areas for SAPD and SAFD; \$34,000 annually; \$170,000 contract period (1 contract, Police and Fire Departments)

B. The Brandt Companies, LLC for boiler maintenance services at the Convention Center, \$73,000 annually (1 contract, Convention and Sports Facilities Department)

C. HUB Parking Technology USA Inc. for parking revenue control systems maintenance and support services for the San Antonio International Airport; \$559,000 contract period (1 contract, Aviation Department)

D. INFAX, Inc. for Queue Management System; \$129,459 Amendment total (1 contract, Aviation Department)

E. Western States Fire Protection Co. for fire sprinkler inspections, maintenance, & repair services

for BESD ; \$118,013.04 Change Order 5 total (1 contract, Building and Equipment Services)

## **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 low bid:

A. The Trinidad Group, LLC dba BioTechs for cleaning and sanitation of vehicles and office areas for SAPD and SAFD, \$34,000 annually; \$170,000 contract period, upon award through June 30, 2025, with two, one-year renewal options – will provide the San Antonio Police Department (SAPD), Fleet Unit and San Antonio Fire Department (SAFD) with cleaning and sanitation services of emergency vehicle interiors, ambulances and contaminated office areas on occasion. The supplier will provide all supervision, labor, transportation, tools, equipment, expertise and supplies necessary to perform thorough cleaning and sanitation. The service will be utilized by the departments to remove bio-hazardous materials, decontaminate and disinfect office areas, and clean and sanitize various vehicles within SAPD's fleet and SAFD EMS vehicles.

B. The Brandt Companies, LLC for boiler maintenance services at the Convention Center, \$73,000 annually, upon award through June 30, 2026, with two, one-year renewal options – will provide the Convention and Sports Facilities Department with a contractor to perform hot water boiler maintenance at the Henry B. Gonzalez Convention Center. The contractor will supply all labor, supervision, materials, tools and equipment necessary for the proper execution and completion of the required work on each boiler including emergency situations. These services are required in order to keep hot water services processing for daily usage and during held events keeping the Henry B. Gonzalez Convention Center a viable attraction for event attendance consideration.

### Procurement on the basis of sole source:

C. HUB Parking Technology USA Inc. for parking revenue control systems maintenance and support for the San Antonio International Airport, \$559,000 contract period, upon award for a one-year period, with a one-year renewal option – will authorize the San Antonio International Airport to continue utilizing the current vendor, HUB Parking Technology USA Inc., for maintenance and software support services for the Parking Revenue Control System (PRCS). Contractor will also provide license plate recognition cameras and support the management of billing and accounts receivable system for tracking and billing monthly parkers.

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. HUB Parking Technology USA Inc. has

provided the current services to the San Antonio International Airport Parking Revenue Control System (PRCS) since October 4, 2012.

Procurement on the basis of Sole Source amendment:

D. INFAX, Inc. for Queue Management System, \$129,459 amendment total, upon award for a one-year period, with two, one-year renewal options – this Amendment 1 to City approved Ordinance 2021-09-02-0623 awarded to INFAX, Inc. will allow Queue Management System to provide INFAX hardware, sensors, monitor, equipment, networking and calibration to monitor passenger flow and calculate security checkpoint wait times in the Terminal B as currently installed in Terminal A at the San Antonio International Airport. Additionally, INFAX, Inc. will provide maintenance and support for years 3, 4 and 5 on the new equipment for Terminal B.

Existing cameras and equipment are proprietary hardware to INFAX, Inc., and are compatible with only TRAX system. No other vendor or product will meet compatibility requirements to work with existing camera hardware.

These items are being purchased through an amendment to a Sole Source agreement 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.

Procured on the basis of a change order:

E. Western States Fire Protection Co. for fire sprinkler inspections, maintenance, & repair services – BESD and Parks, \$118,013.04 change order total, upon award thru October 31, 2023, with two, one-year renewal options – this Change Order 5 to City approved Ordinance 2020-01-30-0043 awarded to Western States Fire Protection Co., will provide for repair of dry and wet pipe automatic fire sprinkler systems that have existing damaged components, pipes, fittings, and other miscellaneous parts at the Center City Development & Operations Department. Vendor will provide all labor, material, design, submittals, fabrication, supervision, administration and the like necessary to repair the fire sprinkler systems at Houston Street Garage. The change order will provide the needed repair services that are required to maintain the safety and functionality of the fire sprinkler systems at the Houston Street Garage.

Fire Sprinkler and Inspections services were added to the following locations by previous awarded change orders; Change Order 1 added Houston Garage, St. Mary's Garage, Marina/Convention Center Garage, Central Library, and City Hall; Change Order 2 added City Tower location; Change Order 3 added John Wood Federal Courthouse and Change Order 4 added Berta Almaguer Dance Studio & Community Center to the contract. This Change Order 5 will provide the needed repair services that are required to maintain the safety and functionality of the fire sprinkler systems at the Houston Street Garage.

**ISSUE:**

These contracts represents 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. Cleaning and Sanitation of Vehicles and Office Areas for SAPD and SAFD**

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise (M/WBE) Subcontracting Goal of eighteen percent (18%). The firm, The Trinidad Group LLC, is a certified SBE, M/WBE, HABE and ESBE firm located within the San Antonio Metropolitan Statistical Area (SAMSA), and The Trinidad Group LLC has committed to 18% M/WBE subcontractor participation.

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.

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

**B. Boiler Maintenance Services at the Convention Center**

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.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program was not applied.

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

**C. Parking Revenue Control 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.

The recommended award is exempt from the Local Preference Program.

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

**D. Queue 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.

Amendment 1 is an exception to the Local Preference Program and Veteran-Owned Business Program.

**E. Fire Sprinkler Inspections**

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 five (5) evaluation preference points, and the Minority/Women-Owned Business Enterprise (MWBE) Prime Contract Program with five (5) evaluation preference points. Western States Fire Protection Co. was not eligible to receive any points.

Change Order 5 is an exception to the Local Preference Program and Veteran-Owned Business Program.

**ALTERNATIVES:**

A. Cleaning and Sanitation of Vehicles and Office Areas for SAPD and SAFD - Should this contract not be approved, the Departments would be required to hire trained and certified bio-technicians to be on staff to perform these services resulting in increased costs to the department. In addition, SAPD and SAFD will be required to purchase materials and services on an as needed basis, wherein increased costs due to non-contract buying could be realized and increase vehicle down time.

B. Boiler Maintenance Services at the Convention Center - Should this contract not be approved, the Convention and Sports Facilities Department would be required to process individual procurements on an as needed basis where increased costs due to non-contract buying could be realized.

C. Parking Revenue Control Systems Maintenance and Support Services for SAIA – should this contract not be approved, the Aviation staff would not have access to software or hardware maintenance to effectively operate the airport parking garage and parking lots. San Antonio International Airport staff would have to manage tickets and vehicles manually. Payments would need to be handled manually without use of point of sale (POS) credit transactions.

D. Queue Management System – should this contract amendment not be approved, the Aviation Department would be required to solicit a new system to allow remote management of social distancing in Terminal B. The INFAX, Inc. upgrade provides the earliest access to the new functionality for the queue management system.

E. Fire Sprinkler Inspections – Should this change order not be approved, the repair services required to maintain the safety and functionality of the fire sprinkler systems at the Houston Street Garage will be delayed.

**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, an amendment and a 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 low bid, sole source, amendment, and change order; therefore, a Contract Disclosure Form is not required.