



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 12

Agenda Date: December 15, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

12/15/2022 Annual Contracts

SUMMARY:

An ordinance awarding four contracts to provide the City with commodities and services on an annual basis for the term of the contract, for an estimated annual cost of \$195,125 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. Buckeye International Inc., for concentrated chemicals with dilution system, \$65,000 annually (1 contract, Citywide)
- B. Alterman, Inc., for Lehigh Lighting control system maintenance, \$41,000 annually (1 contract, Convention and Sports Facilities Department)
- C. Automatic Fire Protection, for fire sprinkler inspection, maintenance, and repair, \$46,000 annually (1 contract, Convention and Sports Facilities Department)
- D. Medical Priority Consultants, Inc. dba Priority Dispatch Corp. for Priority Dispatch maintenance and support, \$43,125 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.

Contract procured on the basis of low bid:

A. Buckeye International Inc., for concentrated chemicals with dilution system, \$65,000 annually, February 1, 2023 through January 31, 2026 with two, one-year renewal options – will provide concentrated chemicals and cleaners with dilution dispensing equipment at various City locations.

B. Alterman, Inc., for Lehigh Lighting control system maintenance, \$41,000 annually, upon award through September 30, 2025, with two, one-year renewal options – will provide the Convention and Sports Facilities Department with a contractor to provide services to the Lehigh Lighting control system installed throughout the Main and West Lobby, Second Floor West side, Lobby corridor, step rail lights, 200 to 300 rooms and pre-function areas, Stars at Night Ballroom Corridor, and exterior lighting at the Henry B. Gonzalez Convention Center.

C. Automatic Fire Protection, for fire sprinkler inspection, maintenance, and repair, \$46,000 annually, upon award through September 30, 2025, with two, one-year renewal options – will provide the Convention and Sports Facilities with a contractor to provide internal valve inspections, maintenance, and repairs of fire sprinkler systems. Facilities included in this contract include: Convention Center, Lila Cockrell Theater, and the Carver Community Cultural Center. Fire extinguisher and suppression system inspections and maintenance are not included in this solicitation

Sole Source:

D. Medical Priority Consultants, Inc. dba Priority Dispatch Corp., for Priority Dispatch maintenance and support, \$43,125 annually, upon award through October 30, 2024, with three, one-year renewal options – will provide the San Antonio Fire Department with maintenance and support for the San Antonio Computer Aided Dispatch System (CAD) for Emergency Medical, Police, and Fire Priority Dispatch system provided by Medical Priority Consultants. The CAD system is a priority dispatch call-taking software.

This item are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other course 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 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. Concentrated Chemicals with Dilution 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.

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 goods and supplies contracts, so no preference was applied to this contract.

B. Lehigh Lighting Control System Maintenance

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.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

C. Fire Sprinkler Inspection, Maintenance and Repair

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.

In accordance with the Local Preference Program, no local preference was applied since the local bidder is not within 3% of the recommended lowest non-local bidder.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

D. Priority Dispatch Maintenance and Support

This contract is exempt from the Small Business Economic Development Advocacy (SBEDA) Program Ordinance.

This contract is an exception to the Local Preference Program.

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

ALTERNATIVES:

A. Concentrated Chemicals with Dilution System - Should this contract not be approved, the departments will be required to process individual procurements for concentrated chemicals and cleaners and for installing and maintaining the dilution system as needs arise. Non-contract rates may result in increased costs and adversely affect timelines of delivery.

B. Lehigh Lighting Control System Maintenance - Should this contract not be approved, the Convention and Sports Facilities Department will be required to solicit quotes for the maintenance and repair services for the Lehigh Lighting control system on an as needed basis, where increased costs due to non-contract purchasing could be realized and cause a delay in the timely delivery of services.

C. Fire Sprinkler Inspection, Maintenance and Repair - Should this contract not be approved, Convention and Sports Facilities will be required to process individual procurements to provide internal valve inspections, maintenance, and repairs of the fire sprinkler system. Processing individual procurements will affect the cost of services due to non-contract pricing.

D. Priority Dispatch Maintenance and Support - Should this contract not be approved, the San Antonio Fire Department will be required to purchase maintenance and support to the San Antonio Computer Aided (CAD) Emergency Medical, Police, and Fire Priority Dispatch system on an as needed basis. This would lead to deficiencies in the department's ability to respond in a timely manner and could delay services to the community. Not having this software maintained and supported will also greatly impact the immediate over the phone instructions provided by the 911 call-takers during critical situations.

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 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 sole source, Contract Disclosure Forms are not required.