



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 4

**Agenda Date:** June 8, 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 6/8/2023

**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 annual cost of \$881,000 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. Teleflex LLC, for EZ-IO intraosseous vascular access system and accessories, \$331,000 annually (1 contract, San Antonio Fire Department)
- B. Unifirst Corporation, for work uniform rental and laundry service, \$275,000 annually (1 contract, Citywide)
- C. Cintas Corporation No. 2, for work uniform rental and laundry service, \$275,000 annually (1 contract, Citywide)

**BACKGROUND INFORMATION:**

Public Health or Safety Exemption:

A. Teleflex LLC, for EZ-IO intraosseous vascular access system and accessories, \$331,000 annually, upon award through December 31, 2025, with two, one-year renewal options – will provide the San Antonio Fire Department with the Arrow EZ-IO Intraosseous Vascular Access System and related accessories. These items will be utilized by the Fire Department’s Emergency Medical Services (EMS) Division during emergency and critical responses. Based on testing of several different brands, the Teleflex EZ-IO Intraosseous Vascular System is approved by the EMS Administration and Office of the Medical Director for use in the San Antonio Fire Department. This purchase was made utilizing a public health or safety exemption for sole brand to allow for procurement of brand specific medical equipment and accessories that is currently utilized by the Fire Department and is outfitted in EMS responder units.

### Cooperative

Two uniform rental and laundry service contracts are recommended for award to provide multiple options to the departments to select from different uniform brands offered by these two contracts.

B. Unifirst Corporation, for work uniform rental and laundry service, \$275,000 annually, July 1, 2023 through May 31, 2024, with a one-year renewal option – will provide the City with a full-service work uniform rental and laundry service program to be utilized by approximately 400 City employees from various departments composed of trades, janitorial, maintenance, public works, management, and office staff. The uniform categories include custodial and maintenance, supervisory, and trade related uniforms. The items in these categories include industrial pants, shorts, work shirts, woven commercial shirts, supervisory men/women shirts, smocks, lab coats, aprons, and lightweight, mid-heavy weight insulated outerwear, and coveralls. This contract does not include any type of footwear, accessories, safety or janitorial supplies and equipment. The full-service rental program includes but not limited to; initial sizing & outfitting, City embroidery and patches, weekly laundering, weekly garment inspection and quality assurance, garment repairs and replacements, garment delivery and pick-up, size adjustments, garment replacements, and work-wear requirement check-ups. The brands provided through this contract are Unifirst and Spotlight. This purchase is made utilizing the Omnia cooperative contract number R-BB-19002 and made in accordance with the National Intergovernmental Purchasing Alliance Company (Omnia Partners) Program passed on Ordinance 2013-06-13-0414, dated 6/13/2003.

C. Cintas Corporation No. 2, for work uniform rental and laundry service, \$275,000 annually, upon award through October 31, 2025, with one, two-year renewal option – will provide the City with a full-service work uniform rental and laundry service program to be utilized by approximately 400 City employees from various departments composed of trades, janitorial, maintenance, public works, management, and office staff. The uniform categories include custodial and maintenance, supervisory, and trade related uniforms. The items in these categories include industrial pants, shorts, work shirts, woven commercial shirts, supervisory men/women shirts, smocks, lab coats, aprons, and lightweight, mid-heavy weight insulated outerwear, and coveralls. This contract does not include any type of footwear, accessories, safety or janitorial supplies and equipment. The full-service rental program includes but not limited to; initial sizing & outfitting, City embroidery and patches, weekly laundering, weekly garment inspection and quality assurance, garment repairs and replacements, garment delivery and pick-up, size adjustments, garment replacements, and work-wear requirement check-ups. This purchase is made utilizing the Omnia cooperative contract

number R-BB-19002 and made in accordance with the National Intergovernmental Purchasing Alliance Company (Omnia Partners) Program passed on Ordinance 2013-06-13-0414, dated 6/13/2003.

## **ISSUE:**

This contract 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. EZ-IO Intraosseous Vascular Access System and Accessories**

This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA program.

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. Unifirst Corporation – Work Uniform Rental and Laundry Service**

This contract is within the scope of the 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.

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.

### **C. Cintas Corporation No. 2 – Work Uniform Rental and Laundry Service**

This contract is within the scope of the 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.

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. EZ-IO Intraosseous Vascular Access System and Accessories - Should this contract not be approved, the Fire Department's Emergency Medical Services Division would not be able to

comply with new cardiac arrest initiatives and would have less desirable intravenous access for the administration of medications. Administering the medication through the EZ-IO intraosseous infusion needles will reduce the patient's pain and suffering or potentially save a patient's life.

B. Unifirst Corporation – Work Uniform Rental and Laundry Service - Should this contract not be approved, the departments will be required to process individual procurements for uniform rental as needs arise. Non-contract rates and inconsistent uniforms may result in increased costs and adversely affect the look of City employees.

C. Cintas Corporation No. 2 – Work Uniform Rental and Laundry Service - Should this contract not be approved, the departments will be required to process individual procurements for uniform rental as needs arise. Non-contract rates and inconsistent uniforms may result in increased costs and adversely affect the look of City employees.

#### **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 via public health or safety exemption and cooperative, therefore Contract Disclosure Form is not required.