



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 10

Agenda Date: April 11, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

4/11/2024 Annual Contracts

SUMMARY:

An ordinance awarding six contracts to provide the City of San Antonio (City) with commodities and services on an annual basis for the term of the contract for an estimated amount of \$1,877,000 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. Thompson Business Forms for Wide Format Printing Services, \$434,000 annually (1 contract, Finance Department)
- B. B&B Masonry LLC for Paver Repair Services at the Alamodome, \$212,000 annually (1 contract, Convention and Sports Facilities Department)
- C. Pied Piper Pest Control for Citywide Commercial Pest Control Services, \$230,000 annually (1 contract, Citywide)
- D. ProForce Marketing, Inc. for handguns and accessories for SAPD Academy, \$273,000 annually (1 contract, San Antonio Police Department)
- E. Municipal Emergency Services, Inc. for Fire Knight & Dex-Pro Gloves, \$272,000 annually, and for H-41 Interceptor Hoods, \$456,000 annually, for the San Antonio Fire Department (2 contracts, Fire Department)

BACKGROUND INFORMATION:

The 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. Thompson Business Forms for Wide Format Printing Services, \$434,000 annually, upon award through March 31, 2027, with two, one-year renewal options – will provide wide format printing services to support the Finance Department, Print & Mail Operations Division for services unable to be performed in-house. Services on an as needed basis include design or graphic services, finishing services, lamination, printed materials on site, installation services, proofing and color matching.

B. B&B Masonry LLC for Paver Repair Services at the Alamodome, \$212,000 annually, upon award through March 31, 2027, with two, one-year renewal options – will provide paver repairs at the Alamodome on an as needed basis for the Convention and Sports Facilities Department. The scope of work includes leveling, repair, and replacement of existing pavers that could create trip and fall hazards for employees, patrons and other visitors to the property surrounding the Alamodome.

C. Pied Piper Pest Control for Citywide Commercial Pest Control Services, \$230,000 annually, upon award through December 31, 2026, with two, one-year renewal options – will provide Citywide Commercial Pest Control Services, to be utilized by all City departments. These services will establish a monthly pest control program that will effectively control the infestation of various pests including all insects, but not limited to, cockroaches, ants including fire, pharaoh, mound and crazy type, silverfish, arachnids including scorpions, rodents including mice and rats, fleas, ticks, wasps, flies, gnats, and hornets in all areas including common, water, office and restricted areas, warehouse spaces, building interior and exteriors.

Procured on the basis of Public Health or Safety Exemption:

D. ProForce Marketing, Inc. for handguns and accessories for SAPD Academy, \$273,000 annually, upon award through March 31, 2026, with one, one-year renewal option – will provide handguns, holsters, and weapon lights for the San Antonio Police Department (SAPD) Training Academy. These new weapons and accessories will be utilized as service weapons for upcoming cadet classes in 2024 as emergency issued weapons, and replacement weapons.

This purchase was made utilizing a competitive public health or safety, sole brand exemption to allow SAPD procurement of brand specific hand guns and accessories. Under the Collective Bargaining Agreement, the Labor Relations Committee (LRC) recommends and approves all police equipment brand specific weapons and accessories.

E. (1) Municipal Emergency Services, Inc. for Fire Knight & Dex-Pro Gloves for the SAFD, \$272,000 annually, upon award through December 31, 2026, with two, one-year renewal options

– will provide Fire Knight & Dex-Pro Gloves in various sizes for the San Antonio Fire Department (SAFD). Bunker Gloves are part of the traditional turn out gear worn by firefighting personnel to provide protection during structural firefighting operations or other situations where there is a threat of fire.

This purchase was made utilizing a competitive public health or safety, sole brand exemption to allow SAFD procurement of brand specific Fire Knight & Dex-Pro Gloves used by firefighters. The Personal Protective Equipment (PPE) Committee evaluated and concluded that both Veridian Fire Knight and Fire Dex-Pro gloves met and exceeded the current National Fire Protection Association (NFPA) standards and requirements for SAFD.

(2) Municipal Emergency Services, Inc. for H-41 Interceptor Hoods for the SAFD, \$456,000 annually, upon award through December 31, 2026, with two, one-year renewal options – will provide H-41 Interceptor Hoods in sizes: medium, large, and extra-large for the San Antonio Fire Department (SAFD). Particulate Barrier Hoods are the traditional hoods worn by firefighting personnel to provide protection during structural firefighting operations or other situations where there is a threat of fire.

This purchase was made utilizing a competitive public health or safety, sole brand exemption to allow SAFD procurement of brand specific FireDex Particulate Barrier Hoods used by firefighters. The Personal Protective Equipment Committee evaluated and concluded that FireDex H41 Particulate Barrier Hood met and exceeded the current National Fire Protection Association (NFPA) standards and requirements for SAFD.

The current Fire Collective Bargaining Agreement requires the City to issue personal protective clothing and equipment to each firefighter. The Texas Commission on Fire Protection through Texas Government Chapter 419 also requires that the City provide personal protective clothing to all individuals assigned to the firefighting division.

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. Thompson Business Forms for Wide Format Printing Services

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Thompson Print Solutions is a Small Business Enterprise (SBE), and an Emerging Small Business Enterprise (ESBE) firm that will be self-performing the 17% SBE subcontracting goal.

The recommended awards are to the lowest responsive bidders, who are also a local business. Therefore, application of the Local Preference Program was not required.

B. B&B Masonry LLC for Paver Repair Services at the Alamodome

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.

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. Pied Piper Pest Control for Citywide Commercial Pest Control Services

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Pied Piper Pest Control for Citywide Commercial Pest Control Services is a small, minority, women-owned, hispanic, and emerging small business enterprise (S/M/W/H/ESBE) firm that will be self-performing the 18% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal and has committed to satisfying the subcontracting goals.

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.

D. ProForce Marketing, Inc. for handguns and accessories for SAPD Academy

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.

E. (1) Municipal Emergency Services, Inc. for Fire Knight & Dex-Pro Gloves

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.

(2) Municipal Emergency Services, Inc. for H-41 Interceptor Hoods for the SAFD

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 from local bidders for this contract; therefore, the Local Preference Program

was not applied.

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 low bid and public health and safety exemption; therefore, a Contract Disclosure Form is not required.