



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 8

Agenda Date: December 16, 2021

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

12/16/2021 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 \$4,827,000.00. 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. HLP, Inc. for Chameleon Shelter Software Case Management System Maintenance and Support for Animal Care Services, \$27,000.00 annually; \$135,000.00 contract period (1 contract, Animal Care Services)

B. GT Distributors, Inc. and Precision Delta Corporation for Ammunition for SAPD and other Law Enforcement Officers, \$2,400,000.00 annually (2 contracts, Police, Fire, Aviation and Parks Departments)

C. Wex Bank (Valero) for SAFD Fleet Fueling Card System, \$2,400,000.00 annually (1 contract, 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.

Sole Source:

A. HLP, Inc. for Chameleon Shelter Software Case Management System Maintenance and Support for Animal Care Services, \$27,000.00 annually; \$135,000.00 contract period, January 1, 2022 through December 31, 2024, with two, one-year renewal options– will provide the Animal Care Services Department (ACS) with continued software maintenance and support for the Chameleon Shelter Software Case Management system. This system has been used by Animal Care Services since 2014 for the integration of shelter activities including kennel, intake, and volunteer management, field staff dispatching, medical record-keeping, and licensing.

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.

Public Health & Safety Exemption:

B. GT Distributors, Inc. and Precision Delta Corporation for Ammunition for SAPD and other Law Enforcement Officers, \$2,400,000.00 annually, upon award through November 30, 2024, with two, one-year renewal options – will provide the City of San Antonio Police, Aviation Police, Fire, Arson Bureau and Parks Police Departments with brand specific, specialty ammunition, and substitute ammunition. This ammunition is used by law enforcement officers in the field and for cadet and in-service training.

Under the Collective Bargaining Agreement, the Labor Relations Committee (LRC) approves all Police equipment. The San Antonio Police Department's firearms staff conducted ammunition testing and submitted a list of ammunition recommended to the Chief of Police. The ammunition listed is specific to manufacturer, description, caliber, bullet type and part number.

Due to nationwide ammunition shortages, the SAPD Labor Relation Committee has identified allowable substitute ammunition for certain ammunition. Substitute ammunition will only be acceptable in the event that standard ammunition is not available during nationwide ammunition shortages in the time frame required by SAPD. This ammunition will be utilized by the SAPD Patrol Officers, and other law enforcement officers in the following units: Narcotics, Fusion Center, Executive Protection, Repeat Offenders and SWAT.

C. Wex Bank (Valero) for SAFD Fleet Fueling Card System, \$2,400,000.00 annually, January 1, 2022 through December 31, 2024 with two, one-year renewal options – The City solicited offers for a contract to provide the Fire and other City departments with a Fleet Fueling Card System (Authorization Components) and Purchase Limits (Pre-Authorization Controls) for its

emergency Fire vehicles to include Ambulances, Fire Apparatus, other Fire emergency vehicles and other City vehicles. These vehicles are housed throughout the City and a fueling card system is required in order to allow emergency access to fueling stations without hindering response times. The fueling card system must be accepted throughout the city at numerous dispersed refueling facilities providing unleaded regular and ultra-low Sulfur No.2 diesel fuel. Wex Bank (Valero) has 181 fueling locations in San Antonio, 2,270 locations in Texas and 5,047 locations in the United States.

Wex Bank (Valero) holds the current annual contract for Fleet Fueling Card System with 250 cards issued to the Fire Department, 250 cards in reserve, and 20 cards issued to other city departments.

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. Chameleon Shelter Software Case Management System Maintenance and Support – This contract is exempt from SBEDA and Local Preference Programs.

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

B. Ammunition for SAPD and other Law Enforcement Officers

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.

C. SAFD Fleet Fueling Card 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.

ALTERNATIVES:

A. Chameleon Shelter Software Case Management System Maintenance and Support - Should this contract not be approved, City would lose the right to receive updates, upgrades, patches, and technical support services for the shelter case management system. Any maintenance and support for the shelter care management system would have to be secured on an as-needed basis which may affect reliable delivery of patron services.

B. Ammunition for SAPD and other Law Enforcement Officers - Should this contract not be approved, the City will be required to purchase ammunition on an as needed basis, wherein increased costs due to non-contract buying could be realized, as well a delay in delivery times due to nationwide ammunition shortages.

C. SAFD Fleet Fueling Card System - Should this contract not be approved, the Fire Department's emergency vehicles will have to rely on the limited number of City sites for refueling. Fuel supply to emergency vehicles could be interrupted if City fuel sites are not operational, leading to a decrease in the availability of emergency services. Many fire stations may be located miles from the nearest City fueling sites. Fueling solely at the City sites would mean the vehicles will have to travel out of their initial response areas, resulting in delayed emergency response assistance.

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 sole source and public health and safety exemption, and Contract Disclosure Forms are not required.

