



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 9

Agenda Date: January 13, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Mail Screening Equipment & Maintenance and Support

SUMMARY:

This ordinance authorizes a contract with Atlantic Diving Supply Inc. for the purchase of mail screening equipment and maintenance and support for a total cost of \$96,208.44 for the Finance Department, Print and Mail Operations Division. Funding for the mail screening equipment in the amount of \$67,201.84 and first year of maintenance and support in the amount of \$5,801.32 is available from and included in the FY 2022 - FY 2027 Capital Improvement Program. Funding for maintenance and support for years 2 through 5 is subject to the appropriation of subsequent annual funding.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is the attached bid tabulation for the purchase of mail screening equipment and maintenance and support for the Finance Department, Print and Mail Operations Division.

The City issued an Invitation for Bid (IFB) for “Mail Screening Equipment” on September 15,

2021, with a submission deadline of October 27, 2021. Three bids were received. The bid submitted by RaySecur, Inc. was found to be incomplete for failing to include future year's maintenance and support costs. Barbara Technologies Corporation withdrew their bid response. Atlantic Diving Supply, Inc. is recommended for contract award based on based on the published bid specifications.

The equipment will provide the capability to conduct on site mail screening to detect and report on the presence of potential mail-borne threats, with instant, live video scanning capability of the contents within the item being screened. The equipment shall provide for the detection of chemical, biological, radiological and nuclear threats; as well as explosives, dangerous items, contraband, suspicious powders, and suspicious liquids. The equipment has the ability to provide a full 3D dynamic image in real time.

The purchase includes mail screening equipment, delivery, training, equipment manuals, assistance in developing standard operating procedures and remote support to help interpret unexpected images. Maintenance and support will include software updates, equipment repairs and calibration.

The selection of the equipment was evaluated based on the best practices of mail handling activities recommended by the Department of Homeland Security.

The initial term of the agreement shall begin upon approval by City Council and terminate November 30, 2022. Four additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This action will approve a contract with Atlantic Diving Supply, Inc. for the purchase of mail screening equipment with the capability to conduct on site mail screening to detect and report on the presence of potential mail-borne threats, with instant, live video scanning capability of the contents within the item being screened.

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 (VOSBPP) does not apply to good/supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the department would not have access to critical security equipment to detect potential mail-borne threats.

FISCAL IMPACT:

This ordinance will authorize a contract with Atlantic Diving Supply Inc. for the purchase of mail screening equipment and maintenance and support for a total cost of \$96,208.44. Funding for the mail screening equipment in the amount of \$67,201.84 and first year of maintenance and support in the amount of \$5,801.32 is available from and included in the FY 2022 - FY 2027 Capital Improvement Program.

RECOMMENDATION:

Staff recommends approval of a contract with Atlantic Diving Supply, Inc. for the purchase of mail screening equipment and maintenance and support for the five-year period for a total cost of \$96,208.44 for the Finance Department.

This contract was procured by means of competitive bidding and a Contracts Disclosure Form is not required.