



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 14

Agenda Date: September 15, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contracts

SUMMARY:

An ordinance awarding two 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 \$145,594 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. CDSI, Inc. for window cleaning services, \$34,594 annually (1 contract, Building and Equipment Services Department)
- B. Hazcore Environmental, Inc., for cleaning and dusting high areas, \$111,000 annually (1 contract, Building and Equipment Services 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. CDSI, Inc. for window cleaning services, \$34,594 annually, upon award through December 31, 2024 with two, one-year renewal options, for a total \$172,970 – will provide the City with annual commercial interior and exterior, window cleaning services. The services will be utilized by the Building and Equipment Services Department (BESD) at various City facilities.

B. Hazcore Environmental, Inc., for cleaning and dusting high areas, \$111,000 annually, upon award through September 30, 2025 with two, one-year renewal options – will provide Building and Equipment Services Department with cleaning and dusting services of interior and exterior areas that are six feet and higher from the floor or ground surface of various City owned buildings. These services are required to establish a presentable appearance of the designated surfaces that will ensure the facilities are consistently attractive and orderly for City staff and the general public who frequently utilize the facilities. The required services will be performed at regular scheduled intervals twice per year.

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. Window Cleaning Services

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Two vendors were deemed nonresponsive due to not meeting the SBEDA requirements. CDSI, Inc. is a small, minority-owned firm that will be self-performing the 26% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

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.

B. Cleaning and Dusting Services

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Hazcore Environmental, Inc. is a small, minority-owned firm and has committed to satisfying the 4% African American Business Enterprise (AABE) subcontracting goal.

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 non-professional services contracts, so no preference was applied to this contract.

ALTERNATIVES:

A. Window Cleaning Services - Should this contract not be approved, the City would be required to purchase services on an as needed basis which may result in increased cost due to non-contract rates and timeliness of services which would affect building window integrity.

B. Cleaning and Dusting Services - Should this contract not be approved, the department will be required to provide cleaning and dusting services of high areas for their facilities on an as-needed basis. Procuring outside of a contract will likely result in negative impacts on the timeliness, efficiency and cost of services. The department does not have sufficient staff to perform these services in-house.

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, a Contract Disclosure Form is not required.