



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 7

Agenda Date: November 10, 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 \$86,000 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. D. H. Pace Company, Inc., dba Door Control Services, for automatic smoke door control system preventative maintenance, \$16,000 annually (1 contract, Convention and Sports Facilities Department)

B. MB Dustless Air Filter Company, LLC for HVAC filters and services; \$70,000 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. D. H. Pace Company, Inc., dba Door Control Services, for automatic smoke door control system preventative maintenance, \$16,000 annually, upon award through September 30, 2025 with two, one-year renewal options – will provide the Convention and Sports Facilities Department with a contractor to maintain all automatic smoke doors control systems at the Henry B. Gonzalez Convention Center according to the American National Standard for Pedestrian Doors, ANSI/BHMA A 159.19 and the American Association of Automatic Door Manufacturers (AAADM) Certification.

Cooperative:

B. MB Dustless Air Filter Company, LLC for HVAC filters and services; \$70,000 annually, upon award through November 30, 2023 - will provide the Building and Equipment Services Department with quality filters and filter replacement services to heating, ventilation, and air conditioning (HVAC) systems, and HVAC supporting equipment at the following six locations: Public Safety Headquarters, Cliff Morton Development Business Center, Emergency Operations Center, Public Safety Answering Point 911 Emergency Dispatch, Animal Care Services, and City Tower. This item was procured through the Texas Local Government Cooperative Purchasing - BuyBoard Contract #631-20 because of the specialized filters required for the identified city facilities and available through this cooperative.

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. Automatic Smoke Door Control System Preventative Maintenance

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.

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; no preference was applied to this contract.

B. HVAC Filters and Services

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 goods and supplies contracts; no preference was applied to this contract.

ALTERNATIVES:

A. Automatic Smoke Door Control System Preventative Maintenance - Should this contract not be approved, the Convention and Sports Facilities Department will be required to process individual procurements to provide maintenance and repair for the automatic smoke doors at the Convention Center as needed thus affecting the safety of other. Processing individual procurements will affect the cost of services due to non-contract pricing.

B. HVAC Filters and Services - Should this contract not be approved, the Building and Equipment Services Department will continue to use the standard filters which do not offer the degree of air quality protection needed to ensure the safety and health of City staff and City residents. Lack of an annual contract could result in increased costs or delayed delivery further having a negative impact on air quality and the lifespan of HVAC equipment.

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 and cooperative; Contract Disclosure Forms are not required.