



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 9

Agenda Date: January 26, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

01/26/2023 Annual Contracts

SUMMARY:

An ordinance awarding one contract to provide the City with commodities and services on an annual basis for the term of the contract, for an estimated annual cost of \$1,533,000 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. Honeywell Building Solutions, maintenance for CSF EBI system, \$1,533,000 annually (1 contract, Convention and Sports Facilities 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. Honeywell Building Solutions, maintenance for CSF EBI system, \$1,533,000 annually, February 1, 2023 through January 31, 2024, with a one, one year renewal option – will provide the Convention and Sports Facilities with a contractor to continue maintaining the safety and functionality of the facility's Enterprise Building Integrator (EBI) system. This is a sole source procurement because Honeywell's EBI system is a proprietary system which is maintained by factory trained and certified technicians employed by Honeywell Building Solutions; this system has been in place at CSF since 2006. These services are required to continue maintaining the safety and functionality of the system which controls the CSF Department's life safety fire alarm system, automatic temperature controls, digital video and surveillance cameras, electrical equipment, lighting, and associated equipment. The contract includes labor, fire alarm testing, preventative maintenance, and 24/7 service for the Henry B. Gonzalez Convention Center, Lila Cockrell Theater, LDR, Universidad Nacional Autonoma de Mexico (UNAM)- San Antonio, and Mexican Culture Institute (MCI).

ISSUE:

This contract 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. Maintenance for CSF EBI 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.

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, so no preference was applied to this contract.

ALTERNATIVES:

A. Maintenance for CSF EBI System - Should this contract not be approved, the department will process individual procurements as equipment problems arise. However, processing purchases as equipment malfunctions will force CSF to pay non-contract rates as well as compromise the integrity and functionality of the building's automated control system.

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 this contract submitted through this ordinance to provide the City with specified services on an annual contract basis. This annual contract is critical to the City's daily operations.

This contract was procured via sole source, therefore a Contract Disclosure Form is not required.