



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 8

**Agenda Date:** March 23, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contracts

**SUMMARY:**

An ordinance awarding six contracts and approving two amendments and a change order, to provide the City with commodities and services on an annual basis for the term of the contracts, for an estimated annual cost of \$1,739,470.00 annually. This ordinance provides the procurement of the following items, as needed, and dependent on the Departments' available budget, for the term of the contracts:

- A. Special Solutions Inc., dba Red Wing Aerial Photography for aerial photographs of the San Antonio International Airport and the Stinson Municipal Airport, \$11,000 annually (1 contract, San Antonio Airport System)
- B. BSN Sports, for recreational games and sports equipment, \$170,000 annually (1 contract, Parks and Recreation Department)
- C. Tifco Industries, Inc. for shop fasteners, \$248,000 annually (1 contract, Solid Waste Management Department)
- D. ZW USA, Inc. dba Mutt Mitt for pet waste bags and dispensers, \$38,000 annually (1 contract, Parks and Recreation)
- E. Pantusa Towing & Recovery, LLC and TXTOW Corp dba Texas Towing for on-call towing

services for vehicles and equipment, \$300,000 annually (2 contracts, Citywide)

**F.** TRAX Analytics, LLC, for Change Order for smart restroom technology for the San Antonio International Airport, \$58,220 total change order (1 contract, San Antonio International Airport)

**G.** Zoll Medical Corporation, for Amendment VII for Zoll X-Series Lead Defibrillator and maintenance Equipment, \$249,000 annually (1 contract, San Antonio Fire Department)

**H.** MedWheels Inc., for Amendment V for Defibrillator X-Series 12 Lead Accessories, \$665,250 annually (1 contract, San Antonio 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.

### **Contract procured on the basis of low bid:**

**A.** Specialed Solutions Inc., dba Red Wing Aerial Photography for aerial photographs of the San Antonio International Airport and the Stinson Municipal Airport, \$11,000 annually, upon award through December 31, 2025, with two, one-year renewal options – will provide the Aviation Department with a contractor to provide color aerial photographs of the San Antonio International Airport and the Stinson Municipal Airport. Annual aerial photos are utilized by Aviation's Environmental and other divisions as a historical document of accurate existing conditions, and to further record the progress of the airport campuses. Contractor will supply all labor, materials, transportation, and equipment necessary for the proper execution and completion of the high resolution and color digital photography.

**B.** BSN Sports for recreational games and sports equipment, \$170,000 annually, upon award through December 31, 2025, with two, one-year renewal options – will provide the Parks and Recreation Department with a contractor that will furnish and deliver recreational games and sports equipment. These items will be provided at catalog discount pricing on an "as needed" basis and will be used to support approximately 12,000 children attending the departments 27 year-round community centers and 44 summer recreation sites.

**C.** Tifco Industries, Inc. for shop fasteners, \$248,000 annually, upon award through March 31, 2026 – will provide the Solid Waste Management Department (SWMD) Fleet Maintenance and Operations with a supplier to provide replacement fastener products, such as bolts, nuts, screws, caps crews, washers, pins, rods, and rivets on an as needed basis to repair equipment owned and operated by the City of San Antonio.

**D.** ZW USA, Inc. dba Mutt Mitt for pet waste bags and dispensers, \$38,000 annually, upon award through March 30, 2026, with two, one-year renewal options – will provide a vendor to furnish and deliver pet waste bags and pet waste bag dispensers on an as needed basis. The pet waste bags and pet waste bag dispensers will be utilized and placed in various city park locations which will

allow pet owners to safely pick up their pet waste and dispose of properly.

**Unforeseen Damage Exception:**

**E.** Pantusa Towing & Recovery, LLC and TXTOW Corp dba Texas Towing for on-call towing services for vehicles and equipment, \$300,000 annually, upon award through December 31, 2025, with two, one-year renewal options – provide the City with two experienced, state licensed and qualified towing service companies to provide towing services and general vehicle and equipment transportation of both operable and non-operable City-Owned Vehicles (COV) in compliance with State of Texas and Federal Towing/Vehicle Transport guidelines. The contract will be utilized Citywide for on-call services. The annual average of city-owned vehicles and equipment needing tow service is approximately 2,825.

**Change Order:**

**F.** TRAX Analytics, LLC for a Change Order for smart restroom technology for the San Antonio International Airport, \$58,220 (one time cost), upon award through completion of project – will provide the San Antonio International Airport with solutions for smart restroom technologies to track actively, accurately audit, and report restroom usage, cleanliness, and customer feedback. The vendor provides the resources, expertise, and software systems, including processes and procedures required for a successful implementation and continuous data integration services. The intent of this project is to improve the passenger experience in public terminal restroom locations within the San Antonio International Airport. During project implementation, there was found to be a need for additional conduit runs that were not accounted for in the original contract. As a result of this, a change order has become necessary to install conduit runs for the Smart Restroom Technology and for TRAX's onsite supervision and coordination. The Smart Restroom Technology contract with TRAX Analytics, LLC was awarded by City Council on December 9, 2021, by Ordinance 2021-12-09-0947. This Change Order 1 to the contract will provide for additional conduit runs for 40 locations throughout the San Antonio International Airport.

**Amendment:**

**G.** Zoll Medical Corporation, for Amendment VII for Zoll X-Series Lead Defibrillator and maintenance Equipment, \$249,000 annually, upon award through December 31, 2023 – this Amendment VII will extend the contract term with Zoll Medical Corporation through December 31, 2023 for Zoll X-Series Lead Defibrillators and Maintenance Equipment. Council awarded a contract to Zoll Medical Corporation by Ordinance 2017-06-22-0484 to provide the San Antonio Fire Department, EMS Division with Zoll X-Series Manual Monitor/Defibrillators, ancillary supplies for the Zoll X-Series Monitor, X-Series Service Plans and Extended Warranty, and Zoll X-Series Monitor Repair Services. Ordinance 2022-09-08-0662 for Amendment VI extended the term of the contract through March 31, 2023. This amendment will extend the term of the contract by nine months to provide further review of SAFD equipment.

**H.** MedWheels Inc., for Amendment V for Defibrillator X-Series 12 Lead Accessories, \$665,250 annually, upon award through December 31, 2023 - this Amendment V will extend the contract term with MedWheels, Inc. through December 31, 2023, for Defibrillator X-Series 12 Lead

Accessories. Council awarded a contract to MedWheels, Inc. by Ordinance 2017-06-22-0484 to provide the San Antonio Fire Department, EMS Division with Zoll Defibrillator X-Series 12 Lead Accessories. Ordinance 2022-09-08-0662 for Amendment IV extended the term of the contract through March 31, 2023. This Amendment V will extend the term of the contract by nine months to provide for further review of SAFD accessories.

**ISSUE:**

These contracts 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. Aerial Photography for San Antonio Airport Systems**

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.

The recommended award is the lowest responsive bidder, who is also a local business; therefore, application of the Local Preference Program is not required.

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

**B. Recreational Games and Sports Equipment**

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; 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.

**C. Shop Fasteners**

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; 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.

#### **D. Pet Waste Bags and Dispensers**

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.

In accordance with the Local Preference Program, no local preference was applied since the local bidder is not within 3% of the recommended lowest non-local bidder.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies contracts; no preference was applied to this contract.

#### **E. On-Call Towing Services for Vehicles & Equipment**

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Pantusa Towing and Recovery, LLC is a small, minority, women-owned, Hispanic, and emerging firm that will be self-performing 100% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal. TXTOW Corp. dba Texas Towing is a small, women-owned, firm that will be self-performing 100% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

The recommended award is the lowest responsive bidder, who is also a local business; therefore, application of the Local Preference Program is not required.

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

#### **F. Change Order for Smart Restroom Technology**

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; no preference was applied to this contract.

#### **G. Amendment VII for Zoll X-Series Lead Defibrillator and Maintenance Equipment**

This contract is an exemption to the SBEDA program.

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.

#### **H. Amendment V for Defibrillator X-Series 12 Lead Accessories**

This contract is an exemption to the SBEDA program.

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. Aerial Photography for San Antonio Airport Systems** - Should this contract not be approved, the Aviation Department will be required to process individual procurements on an as needed basis wherein increased costs due to non-contract buying could be realized. Procuring aerial photos as needed may result in the photos being delayed, inconsistent, and lower quality.

**B. Recreational Games and Sports Equipment** – Should this contract not be approved, the Parks and Recreation Department would be required to solicit quotes for required recreational games and sports equipment on an as needed basis, where increased costs due to non-contract buying could be realized. Non-contract rates may result in increased costs and adversely affect timeliness of delivery.

**C. Shop Fasteners** - Should this contract not be approved, the department will be required to process individual procurements as needs arise. As a result, processing requirements as spot purchases would delay the timely repair to heavy-duty equipment and the department will not realize the cost savings customarily associated with long-term agreements.

**D. Pet Waste Bags and Dispensers** – Should this contract not be approved, the department would have to procure the pet waste bags on an as needed basis wherein increased costs due to non-contract pricing could be realized.

**E. On-Call Towing Services for Vehicles & Equipment** - Should this contract not be approved, the departments will be required to process individual procurements for towing services for City vehicles and equipment as needs arise. Non-contract rates may result in increased costs and adversely affect timeliness of repair of vehicles and equipment.

**F. Change Order for Smart Restroom Technology** - If this change order is not approved, the Aviation Department will have to procure through other existing annual contracts or through a solicitation which could potentially delay the project.

**G. Amendment VII for Zoll X-Series Lead Defibrillator and maintenance** - Should this contract amendment not be approved, the Fire Department, Emergency Medical Services Division would

be required to purchase equipment and supplies as requirements arise. Without operational monitors/defibrillators, the EMS Division will not be able to provide critical cardiac treatment on patients who are experiencing cardiac arrest symptoms.

**H. Amendment V for Defibrillator X-Series 12 Lead Accessories** - Should this amendment not be approved, the Emergency Medical Services Division's ability to efficiently replenish defibrillator accessory inventory as needed to keep the units operational could be at risk. Emergency Medical Services responders' ability to provide the best possible patient medical care could be impacted.

**FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Departments' adopted budget approved by City Council. Purchases made by the Departments are as needed and dependent upon available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends the acceptance of these contracts, amendments and change order 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.

This item includes contracts that were procured via low bid and unforeseen damage exception and a change order and amendments; these do not require Contracts Disclosure Forms.