



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 7

**Agenda Date:** June 1, 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 06/01/2023

**SUMMARY:**

An ordinance awarding a contract 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 \$2,245,509 annually. This ordinance provides the procurement and a change order of the following items, as needed, and dependent on the department's available budget, for the term of the contract and change order:

A. Big Tex Contractors, LLC, for demolition and deconstruction services; \$2,177,609 annually (1 contract, Development Services Department)

B. ParkHub, Inc., for Alamodome parking lot point of sale, \$67,900 annually (ratification of 1 contract change order, 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.

Procured on the basis of low bid:

A. Big Tex Contractors, LLC, for demolition and deconstruction services; \$2,177,609 annually, July 1, 2023, through June 30, 2026, with two, one-year renewal options – will provide the Development Services Department with a contract for demolition and deconstruction services for a variety of structures based on structure size and type on an “as needed” basis. Contractor will survey structures and test and abate for asbestos as required by federal, state, and local laws. Services include demolition and deconstruction, transportation, and proper disposal of dangerous structures, which may be residential or commercial, structures owned and or acquired by the City for a public improvement project, and other demolition and deconstruction projects identified by the City.

#### Change Order (Ratification)

A. ParkHub, Inc., for Alamodome parking lot point of sale, \$67,900 annually, upon award through December 14, 2023, with one, one-year renewal option – The Alamodome Parking Lot Point of Sale contract with ParkHub Inc. was awarded by City Council on December 14, 2017, by Ordinance 2017-12-14-0988. This Change Order 2 to the contract will provide for credit card only transactions and related gateway and device fees for events held at the Alamodome. Due to issues caused by the COVID pandemic, the Alamodome had to transition immediately to credit card only transactions when events resumed at the Alamodome. As a result, monthly invoices have been submitted by ParkHub for credit card transaction services for events beginning in April 2021 through March 2023 for a total past due amount of \$69,557.38. The Department is unable to pay for these invoices until the credit card transaction services can be added to the current contract through this change order as a ratification, as the services have already been performed. The fees for these credit card transaction services are at the rates of 1% per Volume Processing Fee, \$0.15 per Gateway Transaction Fee, and \$5.00 per Monthly Device Fee. This Change Order 2 will provide for payment of past invoices and for payment of future credit card transaction services throughout the term of the contract.

#### **ISSUE:**

##### A. Demolition and Deconstruction Services

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Big Tex Contractors, LLC, is a small, minority, women-owned, hispanic and emerging small business entity firm that will be self-performing the 26% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal and has committed to satisfying the 5% African American Business Enterprise (AABE) subcontracting goals.

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 s applied to this contract.

#### **B. Alamodome Parking Lot Point of Sale**

This contract for this change order was awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with five (5) evaluation preference points, and the Minority/ Women-Owned Business Enterprise (MWBE) Prime Contract Program with five (5) evaluation preference points. ParkHub, Inc. was not eligible to receive any points.

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 s applied to this contract.

#### **ALTERNATIVES:**

A. Demolition and Deconstruction Services - Should this contract not be approved, the Development Services Department will be unable to complete demolition and deconstruction of residential or commercial structures that present a health and safety issue to residents. The department would be required to procure the services on an as needed basis wherein increased costs due to non-contract service rates could be realized.

B. Alamodome Parking Lot Point of Sale - Should this contract not be approved, the Convention & Sports Facilities Department would be required to accept “cash only” transactions at the Alamodome parking lots. Not only will the cash payments retract from the promotion of post pandemic safety, cash only parking lots hinder entrance speeds, organization, and customer experience. Additionally, the department does not have technology 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 a contracts and a 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.

These contracts were procured via low bid and change order, therefore Contract Disclosure Forms are not required.