

Legislation Text

File #: 19-496, Version: 1

Presenter/Contact
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SUBJECT:

Approval to renew the following annual contracts, as allowed for by their contract language: Auditing Services; Golf Course Concessionaire; Cemetery Maintenance Services; Landscape Services-Flood Properties & Medians; Road Construction Work; Dental Healthcare Administrative Services; Medical and Pharmacy Administrative Services; HVAC Maintenance Services and Aviation Fuel Services for New Braunfels Regional Airport.

BACKGROUND / RATIONALE:

On November 14, 2016, the City Council provided consent for a quarterly review and approval of renewals for various annual contracts that occur throughout the course of a fiscal year which are routine in nature and in accordance with the terms and conditions of the associated awarded contracts (which were originally approved by City Council). Quarterly approvals manage staff resources more efficiently as well as ensure compliance with the contracts' terms and conditions. Contract renewals that have any requested modifications, such as a significant increase or decrease in services or costs, will continue to be presented to City Council for individual consideration as needed.

The City Council has previously reviewed and approved the following annual contracts for various goods and services utilized for City operations; the contracts described below require Council authorization for contract renewal. All goods and services have been competitively vetted, and contracts have subsequently been executed on various dates in previous years. All awarded contractors have provided satisfactory performance during the term of their associated contract.

Renewal of Annual Contract for Auditing Services:

- Goods/Services Provided: Independent auditing services for the performance of the City's annual financial audit.
- City Department: Finance Department
- Solicitation Method: Competitive Sealed Proposal
- Contract Award Date: August 14, 2017
- Awarded Contractors: Belt Harris Pechacek, LLLP
- Modified Contract Expiration Date: September 30, 2020; with 1-year renewal option remaining
- Approximate Annual Cost of Services During Renewal Period: \$66,566, factors such as additional audit requests may affect the total cost, but subsequent cost to the City is itemized in contract language.

Renewal of Annual Contract for Golf Course Concessionaire:

- Goods/Services Provided: Operation of a food and beverage service located at Landa Park Golf Course
- City Department: Parks and Recreation Department
- Solicitation Method: Competitive Sealed Proposal
- Contract Award Date: September 1, 2016
- Awarded Contractor(s): River Hofbrau NB LLC
- Modified Contract Expiration Date: July 31, 2021; with no renewal options remaining
- Annual Cost of Services During Renewal Period: This is a revenue generating contract. Revenue will be based on 8% of actual gross sales, or \$38,000 whichever is greater, payable monthly.

Renewal of Annual Contract for Cemetery Maintenance Services:

- Goods/Services Provided: General caretaker and landscape maintenance services for Comal Cemetery and New Braunfels Cemetery.
- City Department: Parks and Recreation Department
- Solicitation Method: Request for Proposal
- Contract Award Date: September 12, 2011
- Awarded Contractors: Maintenance Management
- Modified Contract Expiration Date: September 30, 2020; with no renewal options remaining
- Approximate Annual Cost of Services During Renewal Period: \$135,415

Renewal of Annual Contract for Landscape Services - Underdeveloped Flood Properties & ROW:

- Goods/Services Provided: Landscape services consisting of mowing, trimming, edging, shredding, herbicide and fertilizer application, mulch and flower bed maintenance as well as weed control. Services associated with this contract are limited to City owned undeveloped flood properties, roadways and medians.
- City Department: Parks and Recreation Department
- Solicitation Method: Invitation for Bid
- Contract Award Date: October 13, 2015
- Awarded Contractors: Landscape Commander, LLC
- Modified Contract Expiration Date: September 30, 2020; with no renewal options remaining
- Approximate Annual Cost of Services During Renewal Period: Approximately \$183,270; factors such as weather may affect the frequency of services and subsequent cost to the City.

Renewal of Annual Contract for Road Construction Work:

- Goods/Services Provided: Road construction work including, but not limited to, asphalt paving, mill and overlay, concrete work such as curbs, sidewalks and culverts, base road work, and grading.
- City Department: Public Works
- Solicitation Method: Invitation for Bid
- Contract Award Date: September 15, 2015
- Awarded Contractors: Austin Materials, LLC d/b/a Ramming Paving Company, D and D Contractors, Inc., D & M Owens, Inc., Dirt Boys, Inc., Double S Paving, Inc., Fischer Construction Company, Inc. and Lone Star Paving

- Modified Contract Expiration Date: September 30, 2020; with no renewal option remaining
- Approximate Annual Cost of Services During Renewal Period: Services occur on an as-needed basis; therefore, the cost is incorporated into Streets Division overall budget of \$1,000,000 for construction work.

Renewal of Annual Contract for Dental Healthcare Administrative Services:

- Goods/services provided: Administration of Dental Benefit Plan for employees of the City of New Braunfels
- City Department: Finance Department
- Solicitation Method: Competitive Sealed Proposals
- Contract Award Date: October 1, 2018
- Awarded Contractor: Cigna Dental Health of Texas, Inc.
- Modified Contract Expiration Date: September 30, 2020; with 3, 1-year renewal options remaining
- Annual Cost of Services During Renewal Period: There is no administrative costs associated with Cigna Dental as this is a voluntary, fully insured product supported by employees.

Renewal of Annual Contract for Medical and Pharmacy Administrative Services:

- Goods/services provided: Administration of Medical and Pharmacy Benefits Plan for employees of the City of New Braunfels
- City Department: Finance Department
- Solicitation Method: Competitive Sealed Proposal
- Contract Award Date: October 1, 2018
- Awarded Contractor: UnitedHealthcare
- Modified Contract Expiration Date: September 30, 2020; with 3, 1-year renewal options remaining
- Annual Cost of Services During Renewal Period: The administrative fee cost was negotiated downward from \$27.37 to \$20.41 per employee. Annual spend will be dynamic each month based on the total number of employees enrolled in the plan. Anticipated annual cost to range between \$166,000-\$185,000.

Renewal of Annual Contract for HVAC Maintenance Services:

- Goods/services provided: Annual scheduled preventative maintenance services on HVAC equipment at various City buildings. Westside Community Center is being added to the buildings being served during the renewal term.
- City Department: Public Works
- Solicitation Method: Quotes for professional services
- Contract Award Date: February 1, 2019
- Awarded Contractor: Team Mechanical of Texas, Inc.
- Modified Contract Expiration Date: September 30, 2020; with annual renewals options available
- Annual Cost of Services During Renewal Period: \$16,040

Renewal of Annual Contract for Aviation Fuel Services for NB Regional Airport:

- Goods/services provided: Aviation Fuel Services - provides bulk aviation fuel (Type 100LL and Jet A) for retail fuel sales at the Airport and leases two (2) refueler trucks for use by Airport personnel to provide fueling services to based and transient aircraft.
- City Department: NB Regional Airport
- Solicitation Method: Request for Proposals
- Contract Award Date: October 27, 2014
- Awarded Contractor: Epic Aviation LLC
- Modified Contract Expiration Date: October 26, 2021; with 1, 2-year renewal option remaining
- Annual Cost of Services During Renewal Period: Based on historical spend, the projected expenditure will be \$1,701,000.

ADDRESSES A NEED/ISSUE IN A CITY PLAN OR COUNCIL PRIORITY:

<input checked="" type="checkbox"/>	YES	Strategic Priorities:	9. Maintain fiscal stability of City operations
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FISCAL IMPACT:

Many of these contracts affect both FY 2018-19 and FY 2019-20. These costs have been incorporated into the projections for FY 2018-19 year end expenditures as well as the FY 2019-20 Proposed Budget, which is currently in development.

COMMITTEE RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends the approval to renew the following annual contracts, as allowed for by their contract language: Auditing Services; Golf Course Concessionaire; Cemetery Maintenance Services; Landscape Services-Flood Properties & Medians; Road Construction Work; Administrative Services for Healthcare-Dental; Administrative Services for Healthcare-Medical and Pharmacy; HVAC Maintenance Services and Aviation Fuel Services for New Braunfels Regional Airport.