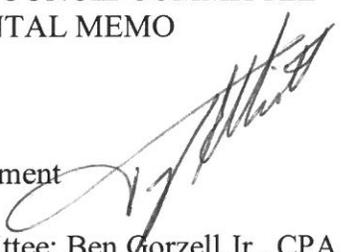


CITY OF SAN ANTONIO
FINANCE DEPARTMENT
HIGH PROFILE CONTRACT COUNCIL COMMITTEE
INTERDEPARTMENTAL MEMO

TO: Sheryl Sculley, City Manager

FROM: Troy Elliott, Director, Finance Department 

COPY: High Profile Contract Council Committee; Ben Gorzell Jr., CPA, Chief Financial Officer; Troy Elliott, CPA, Director, Finance; Kevin Barthold, City Auditor

SUBJECT: Post-Solicitation Briefing for Utility Service Line Warranty Program

DATE: May 31, 2016

The Finance Department will provide a post-solicitation briefing on the Utility Service Line Warranty Program which provides utility service line warranties for water, sewer, and indoor plumbing to customers. This program solicitation was presented as a consent item in the Annual High Profile Report.

The post-solicitation briefing will include an overview of the procurement process, estimated contract value, high profile designation, term of proposed contract award, project scope of services and considerations, scoring criteria, Small Business Economic Development Advocacy (SBEDA) Program requirements, local preference program applicability, veteran owned small business preference program applicability, project timeline, and identification of evaluation committee members.

On October 30, 2015, the City issued an RFP requesting submissions for a Water and Sewer Line Service Warranty Program service provider. These programs provide utility service line warranties for water, sewer, and indoor plumbing that resides on the customer side of the meter or sewer main and would be the customers' responsibility should a failure occur. The San Antonio Water System is responsible for maintaining the water line from the main to the customer's water meter. The program provides education and awareness on the issue and provides low cost warranty coverage with a royalty or commission to the City for sponsoring the program.

The RFP was advertised in the San Antonio Express-News and on the City's website on October 30, 2015. Responses were due December 11, 2015, and a total of three (3) firms responded to the RFP. Although submissions were received from three companies; one company was responsive and two were deemed non-responsive. Staff moved forward with the responsive firm through the consensus process. A selection committee consisting of executives from the Finance Department, the Department of Human Services, and Transportation and Capital Improvements Department as well as other City Staff; and staff from the San Antonio Water System and technical resource personnel evaluated the responsive submission.

The selection committee evaluated the proposals based on the published criteria which included: Experience, Background, and Qualifications; Proposed Plan; Cost/Compensation; the Small Business Program; Local Preference Program and the Veteran Owned Small Business Preference Program.