

CITY OF SAN ANTONIO
FINANCE DEPARTMENT
Interdepartmental Correspondence

TO: Sheryl Sculley, City Manager

FROM: Troy Elliott, CPA, Deputy Chief Financial Officer
Kevin Barthold, City Auditor

COPIES: Audit Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Norbert Dziuk, Procurement Operations Lead

SUBJECT: Consideration of Completed High Profile Solicitations

DATE: September 20, 2016

On-Call Electrical Repairs (BES) - Department issued a Request for Competitive Sealed Proposal solicitation seeking proposals from qualified contractors interested in providing electrical maintenance and repairs services through an on call contracting services (OCCS) contract, also referred to as job order contract (JOC). Service shall be for electrical maintenance and repairs for City facilities throughout the City of San Antonio. Trade services within new building construction, remodeling or alterations of an existing building will not be included. The department anticipates awarding contracts to three respondents.

- Number of Respondents: 4
- Contract Value: \$2.4 Million
- Term of Contract: 2 years with 3, 1 year renewal options
- Tentative Council Date: 10/13/16
- Evaluation Criteria: Experience, Background, Qualifications – 35 points; Proposed Plan – 35 points; Price – 15 points
- SBEDA: SBE Prime Contract Program – 15 points
- Local Preference and VOSB Programs: N/A
- Committee Members:

Voting Members

Jose Correa, Interim Assistant Director, Building and Equipment Services Department
Ron Griego, Facilities Administrator, Building and Equipment Services Department
Rich Walker, Project Control Manager, Library Department
Victor Valdez, Parks and Recreation Manager, Parks and Recreation
Luis Rivas, Building Maintenance Specialist, Building and Equipment Services Department

Advisory Members

Lauren O'Connor – City Attorney's Office
David Rodriguez, Economic Development Department

Annual Job Order Contract for On-Call Electrical Maintenance and Repair Services - Citywide	Maximum Points	Vendor A	Vendor B	Vendor C
Score Summary RFx 6100007699				
Evaluation				
A - Experience, Background, Qualifications	35	32.40	33.00	25.40
B - Proposed Plan	35	31.00	29.60	25.00
C - Price Schedule	15	14.70	12.96	14.41
D - SBEDA - SBE Prime Contract Program	15	15.00	15.00	0.00
TOTAL SCORE	100	93.10	90.56	64.81
RANK BASED ON TOTAL SCORE		1.00	2.00	3.00

Annual Contract for Furniture (Finance) - Department issued a Request for Competitive Sealed Proposals solicitation seeking qualified respondents for the purchase, delivery, and installation of the primary lines of furniture within the City; Allsteel, Global, HON, Mayline, National and Steelcase for various City departments. Furniture purchased under this contract shall be used to replace existing furniture or provide as required to maintain existing City operations. The awarded contractor(s) shall provide items such as seating, desks/tables, filing and storage cabinets, and systems furniture and accessories. Contractor shall also provide design services such as space planning, reconfiguration of existing systems, and assistance with furniture selection; and installation services to include all labor required to assemble, deliver, set-up, and install office furniture. Previously this annual contract had been solicited as an Invitation for Bid. However this solicitation was issued as a Request for Competitive Sealed Proposal in order to allow the respondents experience, proposed plan and customer service to be considered in award recommendation. Additionally, cooperative contracts will be utilized for the furniture lines of Herman Miller, Kimball and Teknion submitted by respondents as alternates to the City primary lines of furniture.

- Number of Respondents: 6
- Contract Value: \$7.5 Million
- Term of Contract: 3 years with 2, 1 year renewal options.
- Tentative Council Date: 10/13/16
- Evaluation Criteria: Experience, Background, Qualifications – 30 points; Proposed Plan – 30 points; Price – 25 points
- SBEDA: SBE Prime Contract Program – 15 points
- Local Preference and VOSB: N/A
- Committee Members:

Voting Members

Norbert Dziuk, Procurement Operations Lead
Carol Warkoczewski, City Architect, Transportation & Capital Improvements
Mark Loiselle, Capital Projects Officer, San Antonio Public Library
Alma Nunez, Design and Development Assistant, Transportation & Capital Improvements
Eric Teague, Senior Management Analyst, Department of Human Services

Advisory Members

Lauren O'Connor – City Attorney's Office
David Rodriguez, Economic Development Department

RFCSP Annual Contract for Office Furniture		Maximum Points	Vendor A	Vendor B
Allsteel				
Score Summary RFx 6100006733 Evaluation				
A - Experience, Background, Qualifications	30	27.40	29.00	
B - Proposed Plan	30	26.00	23.20	
C - Price Schedule	25	23.24	25.00	
D - SBEDA - SBE Prime Contract Program	15	0.00	0.00	
TOTAL SCORE	100	76.64	77.20	
RANK BASED ON TOTAL SCORE		2.00	1.00	

RFCSP Annual Contract for Office Furniture		Maximum Points	Vendor A	Vendor B
HON				
Score Summary RFx 6100006733 Evaluation				
A - Experience, Background, Qualifications	30	27.40	29.00	
B - Proposed Plan	30	26.00	23.20	
C - Price Schedule	25	25.00	23.60	
D - SBEDA - SBE Prime Contract Program	15	0.00	0.00	
TOTAL SCORE	100	78.40	75.80	
RANK BASED ON TOTAL SCORE		1.00	2.00	

RFCSP Annual Contract for Office Furniture GLOBAL Score Summary RFx 6100006733 Evaluation	Maximum Points						
		Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	
A - Experience, Background, Qualifications		30	26.80	25.20	27.40	29.00	24.60
B - Proposed Plan		30	28.20	24.60	26.00	23.20	25.00
C - Price Schedule		25	25.00	19.38	22.89	23.48	25.00
D - SBEDA - SBE Prime Contract Program		15	15.00	15.00	0.00	0.00	0.00
TOTAL SCORE		100	95.00	84.18	76.29	75.68	74.60
RANK BASED ON TOTAL SCORE		1.00	2.00	3.00	4.00	5.00	

RFCSP Annual Contract for Office Furniture		Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D
MAYLINE						
Score Summary						
RFx 6100006733 Evaluation						
A - Experience, Background, Qualifications	30	26.80	25.20	27.40	29.00	
B - Proposed Plan	30	28.20	24.60	26.00	23.20	
C - Price Schedule	25	25.00	23.36	23.88	23.48	
D - SBEDA - SBE Prime Contract Program	15	15.00	15.00	0.00	0.00	
TOTAL SCORE	100	95.00	88.16	77.28	75.68	
RANK BASED ON TOTAL SCORE		1.00	2.00	3.00	4.00	

RFCSP Annual Contract for Office Furniture NATIONAL Score Summary RFx 6100006733 Evaluation	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D
A - Experience, Background, Qualifications	30	26.00	25.20	27.40	29.00
B - Proposed Plan	30	25.80	24.60	26.00	23.20
C - Price Schedule	25	25.00	21.46	23.43	22.62
D - SBEDA - SBE Prime Contract Program	15	15.00	15.00	0.00	0.00
TOTAL SCORE	100	91.80	86.26	76.83	74.82
RANK BASED ON TOTAL SCORE		1.00	2.00	3.00	4.00

RFCSP Annual Contract for Office Furniture Steelcase Score Summary RFx 6100006733 Evaluation	Maximum Points	Vendor A
A - Experience, Background, Qualifications	30	26.80
B - Proposed Plan	30	28.20
C - Price Schedule	25	25.00
D - SBEDA - SBE Prime Contract Program	15	15.00
TOTAL SCORE	100	95.00
RANK BASED ON TOTAL SCORE		1.00

Fire Station # 2 Replacement (TCI) – Department issued a Request for Competitive Sealed Proposals seeking qualified contractors for the construction of a new Fire Station # 2. The scope of work for this project includes three Apparatus Bays, one EMS Bay, Living Quarters, and associated site work. The construction services will include, but not be limited to: site work, excavation, utility work, framing, thermal and moisture protection, mechanical, electrical and plumbing.

- Number of Respondents: 4
- Contract Value: \$4,791,000.00
- Term of Contract: Duration of the Project
- Tentative Council Date: September 29, 2016
- Evaluation Criteria: Experience and Qualification of Prime Firm, Key Subcontractors and Personnel – 25 points; Team’s understanding of the Project and Proposed Management Plan – 15 points; Team’s Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts – 10 points; Price – 35 points; SBEDA: SBE Prime Contract Program - 15 points
- SBEDA: 7.69% to M/WBE firms and 0.44% AABEs
- Committee Members: Razi Hosseini, Mark Beavers, Yvette Granato, Hector Machado, Robert Westbrook

Score Summary RFCSP: FIRE STATION # 2	Maximum Points	Firm A	Firm B	Firm C	Firm D
A. Experience and Qualifications of Prime Firm, Key Subcontractors and Key Personnel	25	23.40	21.80	16.40	14.00
B. Team's understanding of the Project and Proposed Management Plan	15	13.60	12.10	9.80	8.40
C. Team's Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts	10	8.40	7.90	7.30	4.80
D. Proposed Price	35	32.11	29.94	35.00	33.38
E. SBEDA	15	15.00	15.00	15.00	0.00
TOTAL SCORE	100	92.51	86.74	83.50	60.58
RANK		1	2	3	4

Due diligence conducted for the respondents to the above solicitations includes a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. Staff reports no findings for recommended firms on the above projects.

Staff recommends committee approval to proceed with scheduling these items for full City Council consideration.

Troy Elliott, CPA
Deputy Chief Financial Officer

Kevin Barthold
City Auditor