

PRE-SOLICITATION BRIEFING FOR JOB ORDER CONTRACT FOR ON-CALL HVAC SERVICES

January 17, 2017

Russ Handy Director Aviation Department

Solicitation Overview



Originating Department: Aviation



Solicitation Type: Request for Competitive Sealed Proposals (RFCSP)



High Profile Designation: Contract value over \$1 Million



Estimated Value: \$800,000 annually / \$4,000,000 total

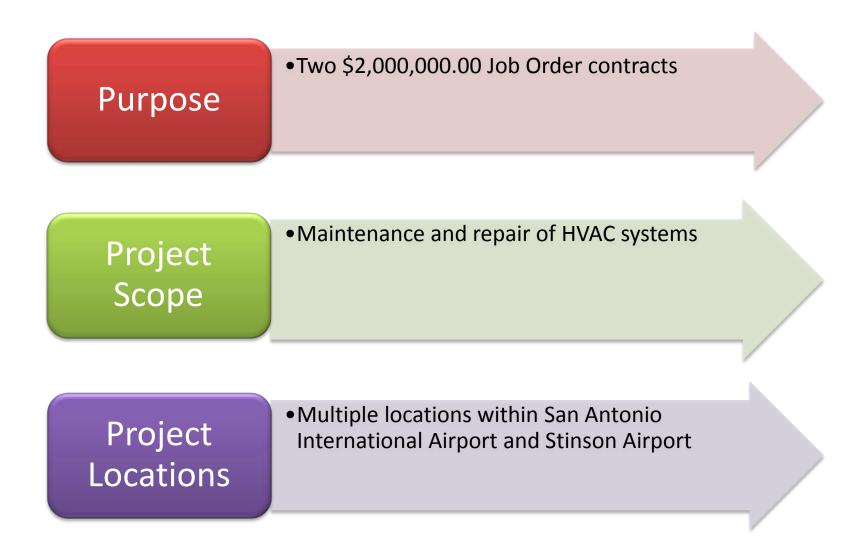


Current Contract Status: Contracts expire 6/30/17



Proposed Term: 2 years with 3, 1 year renewal options

Project Overview



Solicitation Requirements

- Experience, Background, Qualifications: 40 Points
- Proposed Plan: 30 Points
- Pricing: 10 Points
- SBEDA Program: 20 Points
- SBE Prime Contract Program 10 points
 - MWBE Prime Contract Program 10 points
 - SBEDA Subcontracting Requirements: 18% MWBE
 - Audited Financial Statements: Not Required
- Local Preference Program: N/A
- Veteran Owned Small Business Preference: N/A

- Nikki Ramos, CMO Designee
- Michael Sindon, Economic Development Department, Small Business Office
- Melanie Seale, Finance Department
- Loyce Clark, Aviation Department

Additional

Requirements

Evaluation Criteria

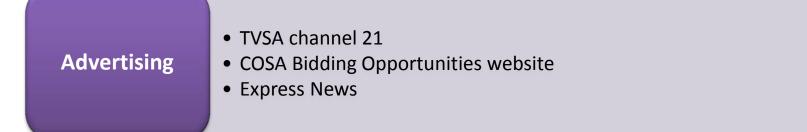
Goal Setting Committee Members

Outreach Efforts

NIGP Codes
Identified• 910-36: HVAC Maintenance & Repair
• 031-67: HVAC Equipment, Accessories, and Supplies

Number of		
Vendors to be		
Notified		

- Central Vendor Registry: 44
- Veteran Owned Small Business (SBA): 6
- Targeted Vendor Outreach: 5



Project Evaluation Committee

Voting Members	Advisory Members
Carlos Contreras, Assistant City Manager, City Manager's Office	Lisa Brice, Special Projects Manager, Aviation Department
Russ Handy, Director, Aviation Department	Rod Rodriguez, Compliance Manager, Aviation Department
Randy Gray, Facilities Manager, Aviation Department	Lauren O'Connor, City Attorney's Office
Jose Correa, Assistant Director, Building & Equipment Services	

Project Timeline

Post – Pre-**Solicitation Finalization** Solicitation **Solicitation Evaluation Goal Setting Pre-Submittal City Council Committee: Conference: Complete: Consideration:** January 9, 2017 February 6, 2017 March 2017 June 2017 **Audit Committee Deadline for Contract Negotiated: Contract Start Date:** April 2017 **Questions: Pre-Solicitation** July 1, 2017 February 10, 2017 **Briefing: Audit Committee** January 17, 2017 **RFCSP** Due: Post Solicitation February 24, **Briefing: Release RFP:** May 16, 2017 2017 January 25, 2017

AUDIT COMMITTEE

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