



AUDIT COMMITTEE

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

Purpose

- Two \$2,000,000.00 Job Order contracts

Project Scope

- Maintenance and repair of HVAC systems

Project Locations

- Multiple locations within San Antonio International Airport and Stinson Airport

Solicitation Requirements

Evaluation Criteria

- 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

Additional Requirements

- SBEDA Subcontracting Requirements: 18% MWBE
- Audited Financial Statements: Not Required
- Local Preference Program: N/A
- Veteran Owned Small Business Preference: N/A

Goal Setting Committee Members

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

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

Advertising

- TVSA channel 21
- COSA Bidding Opportunities website
- Express News

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

Pre-Solicitation

Goal Setting Committee:

- January 9, 2017

Audit Committee Pre-Solicitation Briefing:

- January 17, 2017

Release RFP:

- January 25, 2017

Solicitation

Pre-Submittal Conference:

- February 6, 2017

Deadline for Questions:

- February 10, 2017

RFCSP Due:

- February 24, 2017

Post – Solicitation

Evaluation Complete:

- March 2017

Contract Negotiated:

- April 2017

Audit Committee Post Solicitation Briefing:

- May 16, 2017

Finalization

City Council Consideration:

- June 2017

Contract Start Date:

- July 1, 2017



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