



AUDIT COMMITTEE

PRE-SOLICITATION BRIEFING FOR ELEVATOR AND ESCALATOR PREVENTIVE MAINTENANCE & REPAIRS

February 21, 2017

**Russ Handy
Director
Aviation Department**

Solicitation Overview



Originating Department: Aviation



Solicitation Type: Request for Competitive Sealed Proposals (RFCSP)



High Profile Designation: Over \$1 Million



Estimated Value: \$1 Million Annually / \$10 Million Total



Current Contract Status: Expires 9/30/2017



Proposed Term: 5 years with 1, 5 year renewal options

Project Overview



- Provide maintenance program to maintain the safety and functionality of the current equipment and in accordance with standards and regulations for elevators and escalators

Project Scope

Service

- Basic Service: Preventive maintenance and repairs due to normal wear and tear
- Other Services: Repairs due to non-normal wear and tear

Equipment

- Maintain safety and functionality of 16 elevators and 15 escalators at both San Antonio International Airport and Stinson Municipal Airport

Provide

- Materials, labor, supervision, tools, supplies, and other expenses

Solicitation Requirements



Evaluation Criteria

- Experience, Background, Qualifications: 45 Points
- Proposed Plan: 40 Points
- Pricing: 15 Points



Additional Requirements

- SBEDA Program: Waived
- Audited Financial Statements: Not Required
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable

Outreach Efforts

NIGP Codes Identified

- 910-13: Elevator Installation, Maintenance, and Repair
- 910-20: Escalator and Moving Walkway, Installation, Maintenance

Number of Vendors notified

- Central Vendor Registry: 17 vendors
- Veteran Owned Small Business (SBA): 5 vendors
- Targeted Vendor Outreach: 6 vendors

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	Lauren O'Connor, Assistant City Attorney, City Attorney's Office
Russ J. Handy, Director, Aviation Department	Rod Rodriguez, Compliance Manager, Aviation Department
Loyce Clark, Chief Asset & Planning Officer, Aviation	
Scott Munson, General Manager, CSF	
TBD, Industry Expert	

Project Timeline

Pre-Solicitation

- Audit Committee Pre Solicitation Briefing:**
- February 21, 2017
- Release RFP:**
- **March 10, 2017**

Solicitation

- Pre-Submittal Conference:**
- March 20, 2017
- Deadline for Questions:**
- March 24, 2017
- RFP Due:**
- **April 10, 2017**

Post – Solicitation

- Evaluation Complete:**
- May 2017
- Contract Negotiated:**
- May 2017
- Audit Committee Post Solicitation Briefing:**
- **June 20, 2017**

Finalization

- City Council Consideration:**
- **August 10, 2017**
- Contract Start Date:**
- October 1, 2017



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