

# **AUDIT COMMITTEE MEETING**

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## **POST-SOLICITATION BRIEFING FOR CITY-WIDE MAINTENANCE & REPAIR OF GENERATORS AND ASSOCIATED EQUIPMENT**

**February 21, 2017**

**Charles Hood  
Fire Chief  
San Antonio  
Fire Department**

# Solicitation Overview

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**Originating Department: Fire Department, Citywide**



**Solicitation Type: Request for Competitive Sealed Proposals (RFCSP)**



**High Profile Designation: Contract Value Over \$1 million**



**Estimated Value: \$3,469,074.00 total contract term**



**Current Contract Status: Expires March 31, 2017**



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

# Project Timeline

## Pre-Solicitation

### Audit Committee Pre Solicitation Briefing:

- June 21, 2016

### Release RFCSP:

- July 8, 2016

## Solicitation

### Pre-Submittal Conference:

- July 26, 2016
- September 30, 2016

### Deadline for Questions:

- October 28, 2016

### RFCSP Due:

- November 4, 2016

## Post – Solicitation

### Evaluation Complete:

- February 2, 2017

### Contract Negotiated:

- February 18, 2017

### Audit Committee Post Solicitation Briefing:

- February 21, 2017

## Finalization

### City Council Consideration:

- March 30, 2017

### Contract Start Date:

- April 1, 2017

# Project Scope

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## Preventive Maintenance

- Preventive Maintenance of 143 Generators throughout the City
- Lead Department – SAFD (53 Fire Stations throughout the City)

## Critical Infrastructure

- Generators provide emergency power for critical infrastructure throughout the City including 911 call center and computer aided dispatch (CAD) for SAFD and SAPD use
- Contract supports critical infrastructure and resources at SAIA, CSF, BES, CCDO, SAMHD, SAPD, ITSD, SAPL, Parks and TCI

# Solicitation Requirements

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## Evaluation Criteria

- Experience, Background, Qualifications: 35 Points
- Proposed Plan: 35 Points
- Pricing: 25 Points
- SBEDA: 5 Points, Mentor Protégé Program

## Additional Requirements

- SBEDA Subcontracting Requirements: None
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- Audited Financial Statements: Not Required

# Project Evaluation Committee Members

Voting Members	Advisory Members
Yvette Granato, Deputy Chief, SAFD	Ron Griego, Facilities Administrator, BESD
Lawrence Treviño, Division Chief, SAFD (SAOEM)	Diana F. Lopez, Department Fiscal Administrator SAFD (SAOEM)
John Rodriguez, Assistant Director, ITSD	Carmen Cardenas, IT Manager, ITSD
Jose Correa, Assistant Director, BESD	
Dave Kubena, Building Maintenance Manager, CSF	
Chris Reininger, Facilities Supervisor, Aviation	

# Score Matrix

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<b>RFCSP City-Wide Maintenance and Repair of Generators and Associated Equipment Score Summary</b>	<b>Maximum Points</b>	<b>Vendor A</b>	<b>Vendor B</b>	<b>Vendor C</b>
<b>A - Experience, Background, Qualifications</b>	<b>35</b>	17.53	28.86	6.57
<b>B - Proposed Plan</b>	<b>35</b>	18.22	29.17	8.83
<b>C - Price Schedule</b>	<b>25</b>	25.00	3.50	11.80
<b>D - SBEDA - Mentorship Program</b>	<b>5</b>	5.00	0.00	5.00
<b>TOTAL SCORE</b>	<b>100</b>	<b>65.74</b>	<b>61.53</b>	<b>32.21</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>1.00</b>	<b>2.00</b>	<b>3.00</b>

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**Troy Elliott, CPA  
Deputy Chief Financial Officer  
and  
Kevin Barthold  
City Auditor**

# Procurement Overview - Due Diligence

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Number of vendors notified:	36
Number of vendors at pre-submittal conference:	6
Number of responses received:	3
Results of Minimum Requirements Review	No Findings
Results of Due Diligence Review	No Findings
Respondent Background Check	No Findings
Financial Statement Review	No Audited Financial Statements Requested, No Findings on Dun & Bradstreet Reports
References, Proof of Insurability Review and Litigation Disclosure	No Findings
Contracts Disclosure Form	No Findings

# Procurement Overview - Due Diligence

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**City Auditor Briefing on Due Diligence Review**

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