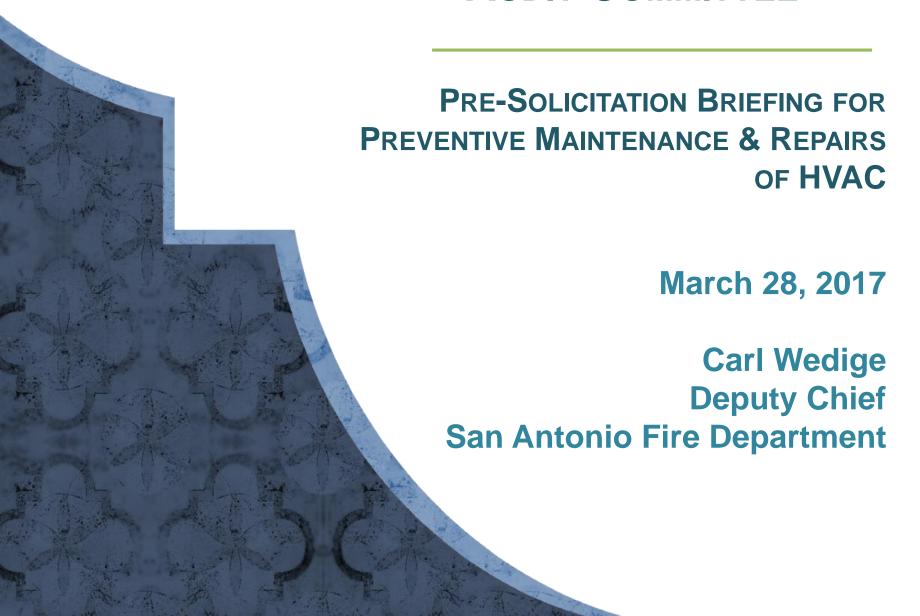
### **AUDIT COMMITTEE**



## **Solicitation Overview**



**Originating Department: Fire** 



Solicitation Type: Request for Competitive Sealed Proposals (RFCSP)



**High Profile Designation: Over \$1 Million** 



Estimated Value: \$260,000.00 annually / \$1,300,000.00 total



**Current Contract Status: Expires 9/30/2017** 



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

# **Project Overview**

Heating,
Ventilation
and Air
Conditioning

- Provide preventive maintenance and repair services of heating, ventilation and air conditioning (HVAC) systems and equipment at various City owned and leased facilities
- To provide peak operational efficiencies while extending the life cycle of the equipment
- Serviced on a monthly basis

## **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
- Filter Changes

### Equipment

 Maintain and service HVAC systems for SAFD, SAMHD, DHS, SAPD, Customer Service 311, SWMD, CCDO

### Provide

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

## **Solicitation Requirements**



• Experience, Background, Qualifications: 30 Points

• Proposed Plan: 30 Points

• Pricing: 20 Points

• SBEDA Program: 20 Points

• SBE Prime Contract Program – 10 Points

• M/WBE Prime Contract Program – 10 Points

Additional Requirements

SBEDA Subcontracting Requirements: 18% MWBE

• Audited Financial Statements: Not Required

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

**Goal Setting Committee** 

- Nikki Ramos, Chair, Assistant Director, Parks & Recreation
- Melanie Seale, Assistant Director, Finance
- Michael Sindon, Assistant Director, EDD

## **Outreach Efforts**

NIGP Codes Identified

• 910-36: Heating, Air Conditioning, and Ventilation Maintenance and Repair Services

Number of Vendors to be Notified

- Central Vendor Registry: 44
- Veteran Owned Small Business (SBA): 2402
- Targeted Vendor Outreach: 1

**Advertising** 

- TVSA channel 21
- COSA Bidding Opportunities website
- Hart Beat

# **Project Evaluation Committee**

Voting Members	Advisory Members
Carl Wedige, Deputy Chief SAFD	Lauren O'Connor, Assistant City Attorney, City Attorney's Office
Gerlach Laven, Facility Coordinator, Fire	Michael Hinojosa, Deputy Chief SAFD
Chris Boubel, HVAC Superintendent, BESD	
Edward Brown, Facility Staff Assistant, DHS	
Mimmy Juarez, Department Facility Coordinator, SAMHD	

# **Project Timeline**

### Pre-Solicitation

#### **Solicitation**

# Post – Solicitation

#### **Finalization**

## Goal Setting Committee:

**3/13/17** 

Audit Committee Pre Solicitation Briefing:

**3/28/17** 

#### **Release RFP:**

**3/31/17** 

Pre-Submittal Conference:

**4/14/17** 

Deadline for Questions:

**4/21/17** 

#### **RFCSP Due:**

**5/1/17** 

Evaluation Complete:

**5/19/17** 

Contract Negotiated:

TBD

Audit Committee Post Solicitation Briefing:

**6/20/17** 

City Council Consideration:

**8/17** 

**Contract Start Date:** 

**1**0/1/17

### **AUDIT COMMITTEE**

