



AUDIT COMMITTEE

PRE-SOLICITATION BRIEFING FOR ANNUAL CONTRACT FOR ELEVATOR AND ESCALATOR PREVENTIVE MAINTENANCE FOR CITY FACILITIES

**April 25, 2017
Jorge A. Perez
Director
Building & Equipment
Services**

Solicitation Overview



Originating Department: Building & Equipment Services



Solicitation Type: Request for Competitive Sealed Proposals (RFCSP)



High Profile Designation: Over \$1 Million in Value



Estimated Value: \$250,000.00 annually / \$1,250,000.00 total



Current Contract Status: Expires September 30, 2017



Proposed Term: 3 years with 2, 1 year renewals

Project Overview



- Seeking a qualified licensed company to provide preventive maintenance services and repairs of elevators and escalators at various City facilities located throughout San Antonio
- Ensure the functionality of existing equipment is in accordance with State and local standards and regulations for elevators and escalators

Project Scope

Service

- Provide preventive maintenance as well as systematic and periodic service for the elevators and escalators for the departments of BES, CCDO, DTOPS, SAMHD, Parks and Recreation

Equipment

- Maintain safety and functionality of 55 elevators and 4 escalators located at 30 facilities throughout the city

Provisions

- Materials, labor, supervision, tools, and other appurtenances

Solicitation Requirements

Evaluation Criteria

- Experience, Background, Qualifications: 45 Points
- Proposed Plan: 30 Points
- Pricing: 10 Points
- SBEDA: 15 Points SBE Prime Contract Program

Additional Requirements

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

Goal Setting

- Jim Mery, Deputy Director, CCDO (GSC Chair)
- Michael Sindon, Assistant Director, EDD
- Jose Correa, Assistant Director, BESD
- Troy Elliott, Deputy Chief Financial Officer, Finance

Outreach Efforts

NIGP Codes Identified

- 91013 – Elevator Maintenance
- 91020 – Escalator Maintenance
- 29570 – Elevator Repair Parts
- 29535 – Escalator Repair Parts

Number of Vendors to be Notified

- Central Vendor Registry: 34
- Veteran Owned Small Business (SBA): 1,298
- Targeted Vendor Outreach: 3

Advertising

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

Project Evaluation Committee

Voting Members	Advisory Members
Jose Correa, Assistant Director, BES	Randy Bullis, Compliance Manager, BES
Ron Griego, Facilities Administrator, BES	Lauren O'Connor, Assistant City Attorney, City Attorney's Office
Rich Walker, Project Manager, Library	
John Gamez, Interim Downtown Operations Superintendent, DTOPS	
Jonathan Featherstone, Parking Operations & Enforcement Manager, CCDO	

Project Timeline

Pre-Solicitation

Goal Setting Committee:

- March 20, 2017

Audit Committee Pre Solicitation Briefing:

- April 25, 2017

Release RFCSP:

- May 3, 2017

Solicitation

Pre-Submittal Conference:

- May 11, 2017 and May 12, 2017

Deadline for Questions:

- May 31, 2017

RFCSP Due:

- June 7, 2017

Post – Solicitation

Evaluation Complete:

- June 2017

Contract Negotiated:

- June/July 2017

Audit Committee Post Solicitation Briefing:

- August 15, 2017

Finalization

City Council Consideration:

- September 2017

Contract Start Date:

- October 1, 2017



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