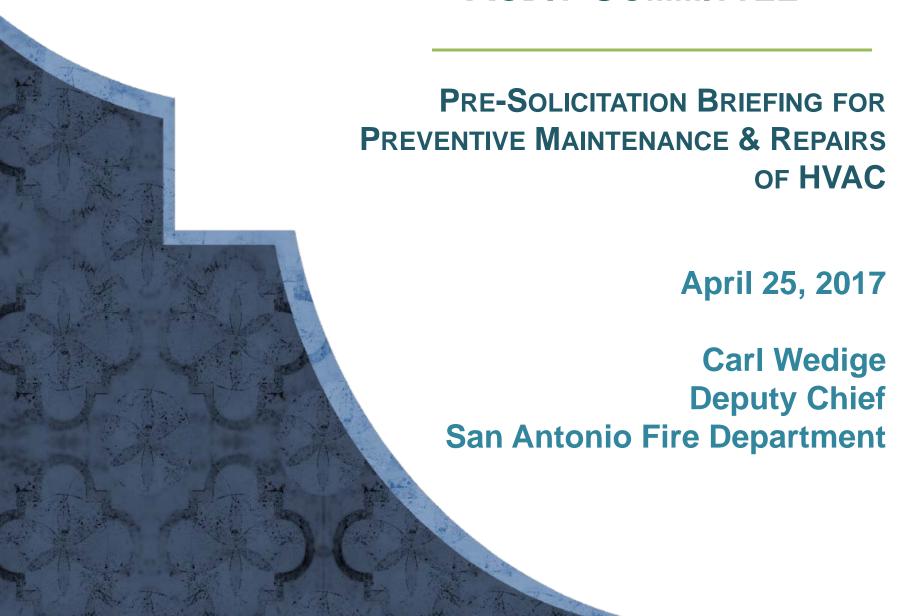
AUDIT COMMITTEE



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, Division 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:

4/25/17

Release RFP:

5/1/17

Pre-Submittal Conference:

5/10/17

Deadline for Questions:

5/22/17

RFCSP Due:

6/2/17

Evaluation

Complete:

6/16/17

Contract Negotiated:

June/July 2017

Audit Committee Post Solicitation Briefing:

August 15, 2017

City Council Consideration:

August /September 2017

Contract Start Date:

10/1/17

AUDIT COMMITTEE

