

AUDIT COMMITTEE

PRE-SOLICITATION BRIEFING FOR PREVENTIVE MAINTENANCE & REPAIRS OF HVAC

April 25, 2017

Carl Wedige
Deputy Chief
San Antonio Fire Department

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

Evaluation Criteria

- 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

Goal Setting Committee:

- 3/13/17

Audit Committee Pre Solicitation Briefing:

- 4/25/17

Release RFP:

- 5/1/17

Solicitation

Pre-Submittal Conference:

- 5/10/17

Deadline for Questions:

- 5/22/17

RFCSP Due:

- 6/2/17

Post – Solicitation

Evaluation Complete:

- 6/16/17

Contract Negotiated:

- June/July 2017

Audit Committee Post Solicitation Briefing:

- August 15, 2017

Finalization

City Council Consideration:

- August / September 2017

Contract Start Date:

- 10/1/17

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