



City of San Antonio

Agenda Memorandum

File Number: 16-4115

Agenda Item Number: 5.

Agenda Date: 8/18/2016

In Control: City Council A Session

DEPARTMENT: Finance

DEPUTY CHIEF FINANCIAL OFFICER: Troy Elliott

COUNCIL DISTRICTS IMPACTED: CityWide

SUBJECT:

Annual Job Order Contract for On-Call HVAC Services - Citywide

SUMMARY:

This ordinance authorizes acceptance of proposals from Accu-Aire Mechanical, LLC; Air-Stream General Construction Co., Inc.; Inoca Holdco II, LLC dba Fox Service Company and The Brandt Companies, LLC, to provide the City of San Antonio with four contracts to provide on-call commercial HVAC maintenance and repair services for an estimated amount of \$480,000.00 annually. Funding for this contract is available through the FY2016 Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action are the proposals submitted by Accu-Aire Mechanical, LLC; Air-Stream General Construction Co., Inc.; Inoca Holdco II, LLC dba Fox Service Company and The Brandt Companies, LLC, to provide commercial HVAC maintenance and repairs through an on call contracting services (OCCS) contract, also referred to as job order contract (JOC), for the City of San Antonio. Services shall be for HVAC maintenance and repairs Citywide. Trade services within new building construction, remodeling or alterations of an existing building are not included.

The City issued a Request for Competitive Sealed Proposal for "Annual Job Order Contract for On-Call HVAC Services - Citywide" (RFCSP 6100006717) on March 16, 2016, with a submission deadline of April 15, 2016. Four proposal responses were received and were deemed responsive and eligible for evaluation committee review.

The evaluation committee consisted of representatives from the Building and Equipment Services Department, Center City Development and Operations Department, San Antonio Public Library, and Department of Human Services. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, service quality, previous performance, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation of each proposal response was based on a total of 100 points; 35 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 15 points allotted for respondent's price schedule. Fifteen preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program, SBE Prime Contractor Program Affirmative Procurement Initiative.

The evaluation committee met on May 31, 2016 to evaluate the four responsive proposals received. After committee review and discussion, a Best and Final Offer (BAFO) from all four firms was requested. The evaluation committee re-convened on June 6, 2016 and individual scores were submitted and aggregate scores were presented. After a recommendation for award was agreed upon by the selection committee, the pricing scores and the SBEDA scores were revealed. Accu-Aire Mechanical, LLC; Air-Stream General Construction Co., Inc.; Inoca Holdco II, LLC dba Fox Service Company and The Brandt Companies, LLC, were recommended for award by the evaluation committee.

The initial term of the agreement shall be upon City Council award through June 30, 2018. Three additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This ordinance will provide the City with four qualified contractors to provide "on-call" commercial HVAC maintenance and repairs through a job order contract (JOC). Service shall be for Citywide HVAC maintenance and repairs, and contractors must be available to provide service 24 hours a day, 7 days a week, 365-days a year, including holidays throughout the duration of the contract. Maintenance and repair services include, but are not limited to, repairing broken system, component(s), or sub-component(s) of a facility such as replacing air filters, checking and replenishing fluid levels on equipment, air handling units, chillers, cooling towers, compressors, actuators, exhaust fans, split systems (fan coil units / condensing units), boilers, heat coils, etc. To determine the price of any work performed pursuant to the OCCS, Contractor's Coefficient shall be applied to the applicable line item(s) in the most current RS Means Mechanical Cost Data price book. City Council approval is required for projects utilizing individual job orders over \$100,000.00. Trade services within new building construction, remodeling or alterations of an existing building will not be included.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee (GSC) applied the Small Business Enterprise Prime Contract Program with fifteen (15) evaluation preference points awarded to Accu-Air Mechanical, LLC and Air-Stream General Construction Company, Inc. as they are certified SBE firms located within the San Antonio Metropolitan Statistical Area. Additionally, GSC also set a seventeen (17%) percent Minority/Woman Business Enterprise (M/WBE) subcontracting goal and Accu-Air Mechanical, LLC; Air-Stream General Construction Company, Inc; Inoca Holdco II, LLC dba Fox Service Company and Brandt Companies, LLC have committed to seventeen (17%) M/WBE subcontractor participation.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should these contracts not be approved, various City departments would be required to procure services on an as-needed basis which could lead to inconsistent service and a delay in response time to maintenance and repair requests. Processing individual procurements will affect the cost of services due to non-contract pricing.

FISCAL IMPACT:

Funds are not encumbered by this ordinance. All expenditures will be in accordance with each department's adopted budget approved by City Council. The estimated cost for these contracts is approximately \$480,000.00 annually. Purchases made by departments are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends approval of the contracts with Accu-Aire Mechanical, LLC; Air-Stream General Construction Co., Inc; Inoca Holdco II, LLC dba Fox Service Company and The Brandt Companies, LLC, to provide the city of San Antonio with HVAC maintenance and repair services for an estimated amount of \$480,000.00 annually.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.