



# City of San Antonio

## Agenda Memorandum

**File Number:** 17-5348

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**Agenda Item Number:** 5.

**Agenda Date:** 10/19/2017

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Annual Job Order Contracts for On-Call HVAC Services for SAAS

### **SUMMARY:**

This ordinance authorizes acceptance of proposals from The Brandt Companies LLC and Mechanical Technical Services, Inc. to provide the San Antonio Airport System with two contracts to provide HVAC maintenance and repair services for a total estimated annual amount of \$800,000.00 for an initial term of two years, with options to renew the term of the agreement for three additional one-year periods. Funding for this annual contract will be allocated from the Aviation Operations and Maintenance Fund.

### **BACKGROUND INFORMATION:**

The Aviation Department requires the services of third-party contractors to provide rapid and reliable HVAC services at the various facilities located within the San Antonio Airport System to augment existing Aviation staff on an “as-needed” basis. Through the use of Job Order Contracts, the Department will benefit from long-term relationships with contractors whose staff will be badged to allow immediate access to the facilities. In addition, the staff will, over time, gain beneficial knowledge of Aviation facilities and HVAC systems. Contractors will furnish labor, supervision, tools, equipment, and parts to maintain and repair HVAC systems to include components, or sub-components, such as air handling units, chillers, cooling towers, compressors, actuators, exhaust fans, controls, split systems, boilers, and heat coils.

The City issued a Request for Competitive Sealed Proposal for “Annual Job Order Contract for On-Call HVAC Services for the San Antonio Airport System” on January 25, 2017. On February 24, 2017, the Aviation

Department received four proposals. Based on evaluation of these four responses, two firms are being recommended to provide the Aviation Department with HVAC services on an indefinite delivery/indefinite quantity basis. The contracts are based on industry accepted pricing established in RSMMeans data sets which allows the Aviation Department and vendors to react quickly to the critical Aviation HVAC needs.

The evaluation committee consisted of representatives from Aviation Department and Building and Equipment Services Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures.

The evaluation of each proposal was based on a total of one hundred points: forty points for experience, background, qualifications, and thirty points for proposed plan; ten points for price schedule; ten points for SBE Prime Contract Program; and ten points for M/WBE Prime Contract Program. Based on the City's standard RFCSP process, The Brandt Companies LLC and Mechanical Technical Services, Inc. were recommended for award. A post solicitation briefing was provided to the Audit and Accountability Committee on October 3, 2017.

The initial term of the agreement shall be for a period of two years. Three additional one-year renewals at the City's option will also be authorized by this ordinance.

**ISSUE:**

This ordinance will provide the San Antonio Airport System with two contractors to provide on-call commercial HVAC maintenance and repair services. City Council approval is required for projects utilizing job orders over \$100,000.00.

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 applied Small Business Enterprise Prime Contract Program (10 points) and Minority/Women Business Enterprise Prime Contract Program (10 points). No evaluation preference points were awarded to The Brandt Companies, LLC or Mechanical Technical Services, Inc, as they are not certified as an SBE or M/WBE firm. In addition, the Goal Setting Committee set a 18% Minority/Women Business Enterprise (M/WBE) subcontracting goal. The Brandt Companies LLC and Mechanical Technical Services, Inc. have committed to 18% M/WBE subcontractor participation.

Recommended award 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, the Aviation Department will 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.

**FISCAL IMPACT:**

Funds for proposed contract are available in the Aviation Operations and Maintenance Fund.

**RECOMMENDATION:**

Staff recommends approval of the contracts with The Brandt Companies LLC and Mechanical Technical Services, Inc. to provide the San Antonio Airport System with HVAC maintenance and repairs for an estimated annual amount of \$800,000.00.

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