



# City of San Antonio

## Agenda Memorandum

**File Number:** 17-5368

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**Agenda Item Number:** 6.

**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 Contract for Elevator and Escalator Preventive Maintenance and Repairs for San Antonio Airport System

### **SUMMARY:**

This ordinance authorizes acceptance of a proposal from Schindler Elevator Corp. to provide the San Antonio Airport System (SAAS) with elevator and escalator preventive maintenance, repair, and clean down services for a total estimated annual amount of \$1,600,000.00 for an initial term of three years, with options to renew the term of the agreement for two additional one-year periods. Funding for this annual contract will be allocated from the Aviation Operations and Maintenance Fund.

### **BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Schindler Elevator Corp., a State of Texas registered elevator and escalator contractor, to provide systematic and periodic preventive maintenance, repairs, and clean down services to the elevators and escalators currently installed in the San Antonio International Airport and Stinson Municipal Airport. This preventive maintenance is necessary to maintain the safety and functionality of up to 23 elevators and 21 escalators in accordance with the Texas Department of Licensing & Regulation standards and American National Standards Institute Regulations for elevators and escalators. For Stinson Municipal Airport, elevator phone monitoring is also included.

Under this contract Schindler Elevator Corp. will provide full-service maintenance including inspections, adjustments and testing including material, labor, supervision, tools, and supplies necessary.

The City issued a Request for Competitive Sealed Proposal for “Annual Contract for Elevator and Escalator Preventive Maintenance and Repairs for San Antonio Airport System” on April 27, 2017. On May 31, 2017, the Aviation Department received three proposals. Schindler Elevator Corp. was selected based on the City’s standard RFCSP process.

The evaluation committee consisted of representatives from City Manager’s Office, Aviation Department, and Convention & Sports Facilities 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-five points for experience, background, qualifications; forty points for proposed plan; and fifteen points for price schedule. Based on the City’s standard RFCSP process, Schindler Elevator Corp. was 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 three years. Two 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 a State of Texas registered elevator and escalator contractor to provide preventive maintenance and repairs of the elevators and escalators currently installed in San Antonio International Airport and Stinson Municipal Airport. It also includes an option to include elevators and escalators in the Consolidated Rental Car Facility. This preventive maintenance is necessary to maintain the safety and functionality of up to 23 elevators, 21 escalators and elevator phone monitoring service for the one elevator at Stinson Municipal Airport in accordance with the Texas Department of Licensing & Regulation standards and American National Standards Institute Regulations for elevators and escalators. This contract will provide parts and labor for preventive maintenance and repair.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

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 this contract not be approved, the Aviation Department would be required to process individual procurements as equipment problems arise. Processing purchases as equipment malfunctions will force SAAS to pay non-contract rates as well as compromise the integrity and functionality of the building’s elevator and escalator systems. Functionality is critical to customer service for passengers and tenants.

**FISCAL IMPACT:**

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

**RECOMMENDATION:**

Staff recommends approval of the contract with Schindler Elevator Corp. to provide the San Antonio Airport System with elevator and escalator preventive maintenance, repairs, and clean down services for an estimated annual amount of \$1,600,000.00.

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