



City of San Antonio

Agenda Memorandum

File Number: 18-2761

Agenda Item Number: 5.

Agenda Date: 5/10/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual JOCs for On-Call Electrical Services for SAAS

SUMMARY:

This ordinance authorizes contracts with HJD Capital Electric, Inc. and Zachman Enterprises, Inc. to provide the San Antonio International Airport with electrical repair services for an estimated annual amount of \$400,000.00 for an initial term of two years with options to renew for three additional one-year periods. Funding for this annual contract will be allocated from the Aviation Operations and Maintenance Fund.

BACKGROUND INFORMATION:

These Job Order Contracts will provide the Aviation Department with licensed electricians to perform on-call commercial electrical repairs at San Antonio International Airport. Each contract will provide labor, supervision, tools, equipment, materials, metering instruments, supplies, parts, transportation, mobilization, insurance, bonds, permits, reports, incidentals, and quality control necessary to provide electrical services on an as needed basis.

On December 6, 2017, the City issued a Request for Competitive Sealed Proposals for “Annual Job Order Contract for On-Call Electrical Services for the San Antonio Airport System”. On January 10, 2018, the Aviation Department received four proposals. Based on evaluation of these four responses, two firms are being recommended to provide the Aviation Department with electrical services on an indefinite delivery/indefinite quantity basis. The contracts have pre-established pricing which allows the Aviation Department and vendors to react quickly to the critical Aviation Department electrical needs.

The evaluation committee consisted of representatives from the Aviation Department and the Airport Advisory Commission. 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; twenty-five points for proposed plan; ten points for price schedule; ten points for ESBE Prime Contract Program; and ten points for M/WBE Prime Contract Program. Based on the City's standard RFCSP process, HJD Capital Electric, Inc. and Zachman Enterprises, Inc. were recommended for award.

A post-solicitation briefing was presented to the Audit and Accountability Committee on April 26, 2018.

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 International Airport with two contractors to provide on-call Job Order Contract based electrical services. Under these contracts, City Council approval will be required for any job orders exceeding \$100,000.00 in value.

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 the Emerging Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with ten (10) evaluation preference points awarded to HJD Capital Electric, Inc. and Zachman Enterprises, Inc. dba Fred Clark Electrical Contractor as both are certified M/WBE firms located within the San Antonio Metropolitan Statistical Area.

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 repair requests.

FISCAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval of the contracts with HJD Capital Electric, Inc. and Zachman Enterprises, Inc. dba Fred Clark Electrical Contractor to provide the San Antonio International Airport with electrical repairs for an estimated annual amount of \$400,000.00.

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