



City of San Antonio

Agenda Memorandum

File Number: 18-3185

Agenda Item Number: 6.

Agenda Date: 5/31/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Chiller Maintenance & Other Services - BESD

SUMMARY:

This ordinance authorizes a contract with Trane U.S. Inc. to provide scheduled preventive maintenance, repair services, and parts for chiller systems for the Building and Equipment Services Department (BESD) for an estimated annual cost of \$214,000.00. Funding for this contract is available from the FY 2018 Facility Services Fund Adopted Budget, and funding for subsequent fiscal years is subject to appropriations.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the proposal submitted by Trane U.S. Inc. to provide semi-annual preventive maintenance, repair services and parts for sixteen chiller systems located at ten program facilities managed by the Building and Equipment Services Department. These chiller systems are located at Municipal Plaza Building, City Hall, One-Stop Service Center, Public Safety Training Center, Emergency Operations Center, Fire Training Academy, Municipal Courts - Frank D. Wing Building, Public Safety Answering Point, Public Safety Headquarters and the International Building.

The City issued a Request for Competitive Sealed Proposal for “Annual Contract for Chiller Maintenance & Other Services - BESD” (RFCSP 6100008871) on August 14, 2017, with a submission deadline of January 5, 2018. Four proposals were received and two proposals were deemed non-responsive. One proposal was deemed non-responsive for failure to submit the required proposal response documents, and one proposal was deemed non-responsive for failure to submit a complete price schedule. The proposal submitted by The Brandt

Companies, LLC, and the original proposal submitted by Trane U.S. Inc., were deemed eligible for review by the evaluation committee.

The evaluation committee consisted of representatives from the Building and Equipment Services Department, Aviation Department, and Transportation & Capital Improvements Department. 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 committee met on March 28, 2018 to evaluate the two responsive proposals. The evaluation of each proposal response was based on a total of 100 points; 35 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; and 15 points allotted for respondent's price schedule. Ten preference points were allotted for the Small Business Economic Development Advocacy Program, ESBE Prime Contractor Program Affirmative Procurement Initiative, and 10 points allotted for the M/WBE Prime Contractor Program Affirmative Procurement Initiative. After scores were finalized by the selection committee, the pricing scores and the SBEDA scores were revealed. Trane U.S. Inc. was recommended for award by the evaluation committee.

The initial term of the agreement shall begin upon award through March 31, 2020. Three additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide a qualified contractor to perform scheduled semi-annual preventive maintenance, repair services and parts for sixteen various centrifugal, reciprocating, and screw chiller systems located at ten Building and Equipment Services Department managed facilities. Preventive maintenance services include labor, materials, service equipment, tools and supplies, supervision, inspections, service reports, adjustments, testing, and replacement of parts and any equipment necessary for the maintenance of the chiller systems and chiller supporting systems.

Repair work goes beyond maintenance, and is usually performed to return equipment to operational use, rather than to keep it operating. Repair labor and repair parts are not included in the semi-annual preventive maintenance fee and can only be performed with written City approval. These regularly scheduled preventative maintenance and repair services are required to maintain peak operational efficiencies while extending the life cycle of the equipment.

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 twenty (20) evaluation preference points.

This contract is an exception to the Local Preference Program.

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

ALTERNATIVES:

Should this contract not be approved, the Building and Equipment Services Department would be required to procure preventive maintenance on chiller systems on an as-needed basis which could lead to inconsistent service and delay in response time to maintenance and repair requests. Processing individual procurements will affect the cost of services due to non-contract pricing. The department does not have the staff to perform these services in-house.

FISCAL IMPACT:

Funds are not encumbered by this ordinance. This ordinance authorizes a contract with Trane U.S. Inc. to provide scheduled preventive maintenance, repair services, and parts for chiller systems for the Building and Equipment Services Department (BESD) for an estimated annual cost of \$214,000.00. Funding for this contract is available from the FY 2018 Facility Services Fund Adopted Budget, and funding for subsequent fiscal years is subject to appropriations.

RECOMMENDATION:

Staff recommends approval of this contract with Trane U.S. Inc. to provide semi-annual preventive maintenance, repair services and parts for chiller systems for the Building and Equipment Services Department for an estimated cost of \$214,000.00 annually.

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