



# City of San Antonio

## Agenda Memorandum

**File Number:**20-1682

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**Agenda Item Number:** 4.

**Agenda Date:** 3/5/2020

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Annual Contract for Cooling Tower Cleaning Services - BESD

### **SUMMARY:**

This ordinance authorizes a contract with OBR Cooling Towers Inc. to provide cooling tower cleaning services for cooling tower equipment for the Building and Equipment Services Department for an initial term upon award by City Council through December 31, 2022 with two (2) additional one-year renewals for a total contract value not to exceed \$280,000. Funding in an amount not to exceed \$70,000 is available from the FY 2020 Facility Services Fund Budget. Funding for subsequent years of this contract is subject to City Council approval of the annual budget and funds.

### **BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by OBR Cooling Towers Inc. to provide all necessary labor, material, equipment, tools, transportation, methods of communication, staff supervision, service reports, and supplies to perform cooling tower cleaning services for the cooling tower equipment and other supporting equipment located at various locations throughout the City.

The City issued a Request for Competitive Sealed Proposal (RFCSP) 6100012063 "Annual Contract for Cooling Tower Cleaning Services BESD" on November 01, 2019 with a submission deadline of December 11, 2019. One proposal was received and was deemed eligible for evaluation and is recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee met on January 15, 2020, to evaluate the one responsive proposal received. The evaluation committee consisted of representatives from the Building & Equipment Services Department, Aviation Department, and the Transportation & Capital Improvements Department. The Finance Department, Purchasing Division, assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm's qualifications, experience, quality of service, previous performance, proposed plan, and price. Additional categories of consideration included references and financial qualifications. After committee review and discussion, OBR Cooling Towers Inc. was recommended for award by the evaluation committee based on consensus scoring.

The initial term of the agreement shall be for the period upon award by City Council through December 31, 2022. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

## **ISSUE:**

This contract will provide the Building and Equipment Services Department with a contractor that will furnish the necessary labor, material and equipment required to perform cooling tower cleaning services at Municipal Plaza Building, Frank D. Wing Building, Public Safety Headquarters, International Building and the City Tower (Frost Building).

The cleaning services required consist of, but are not limited to, cleaning cooling towers to remove scaling, bio-deposits, biological growth, debris, sediment, sludge, etc. In addition, the services include filling the cooling towers, testing the cooling water for pH and disinfectant levels after cleaning, isolation of the cooling tower, cleaning existing fill material, supports, cells and resealing any seams with manufacturer approved cooling tower grade caulking. These services are required to preserve the safety, reliability, and functionality of the equipment by maintaining 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. The Goal Setting Committee applied Small Business Enterprise Prime Contract Program with 5 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 service contracts, so no preference was applied to this contract.

## **ALTERNATIVES:**

Should this contract not be approved, the Building & Equipment Services Department will be required to process individual procurements on an as-needed basis to provide cooling tower cleaning services, which could lead to inconsistent service and operational inefficiencies of the equipment. Processing individual procurements will affect the cost of services due to non-contract pricing. The City department does not have the staff to perform these services in-house.

## **FISCAL IMPACT:**

This ordinance authorizes a contract with OBR Cooling Towers Inc. to provide cooling tower cleaning services for cooling tower equipment for the Building and Equipment Services Department for an initial term upon

award by City Council through December 31, 2022 with two (2) additional one-year renewals for a total contract value not to exceed \$280,000. Funding in an amount not to exceed \$70,000 is available from the FY 2020 Facility Services Fund Budget. Funding for subsequent years of this contract is subject to City Council approval of the annual budget and funds.

**RECOMMENDATION:**

Staff recommends approval of this contract with OBR Cooling Towers Inc. to provide the Building and Equipment Services Department with cooling tower cleaning services for an initial term upon award by City Council through December 31, 2022 with two (2) additional one-year renewals for a total contract value not to exceed \$280,000.

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