



# City of San Antonio

## Agenda Memorandum

**File Number:**16-1806

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**Agenda Item Number:** 5.

**Agenda Date:** 3/10/2016

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** CityWide

**SUBJECT:**

Annual Job Order Contract for On-Call Plumbing Services - Citywide

**SUMMARY:**

This ordinance authorizes acceptance of three proposals from A-Ram Plumbing, Inc., Craftsman Plumbing, and HJD Capital Electric, Inc., to provide the City of San Antonio with three contracts to provide on-call plumbing maintenance and repair services for a total estimated amount of \$480,000.00 annually. Funding for this contract is available through the FY2016 Operating Budget.

**BACKGROUND INFORMATION:**

Submitted for Council consideration and action are proposals submitted by A-Ram Plumbing, Inc., Craftsman Plumbing, and HJD Capital Electric, Inc., to provide “on-call” commercial plumbing maintenance and repairs through an on call contracting services (OCCS) contract, also referred to as job order contract (JOC), to the City of San Antonio. Services shall be for plumbing maintenance and repairs Citywide. Trade services within new building construction, remodeling or alterations of an existing building are not included.

The City issued a Request for Competitive Sealed Proposal for “Annual Job Order Contract for On-Call Plumbing Services - Citywide” (RFCSP 6100006910) on November 20, 2015, with a submission deadline of December 16, 2015. Three proposal responses were received and were deemed responsive and eligible for evaluation committee review.

The evaluation committee consisted of representatives from the Building and Equipment Services Department, Parks and Recreation Department, Center City Development and Operations Department, San Antonio Public Library, and Solid Waste Management 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 of each proposal response was based on a total of 100 points; 35 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 15 points allotted for respondent's price schedule. Fifteen preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program, SBE Prime Contractor Program Affirmative Procurement Initiative.

The evaluation committee met on January 25, 2016 to evaluate the three responsive proposals received. After committee review and discussion, the evaluation committee invited the three firms for interviews. The interviews were held on February 4, 2016. Following the interviews, individual scores were submitted and aggregate scores were presented. After a recommendation for award was agreed upon by the selection committee, the pricing scores and the SBEDA scores were revealed. A-Ram Plumbing, Inc., Craftsman Plumbing, and HJD Capital Electric, Inc. were recommended for award by the evaluation committee.

The initial term of the agreement shall be upon City Council award through March 31, 2018. Three additional one-year renewals at the City's option shall also be authorized by this ordinance.

## **ISSUE:**

This ordinance will provide the City with three qualified contractors to provide "on-call" commercial plumbing maintenance and repairs through an on call contracting services (OCCS) contract, also referred to as job order contract (JOC). Services shall be for Citywide plumbing maintenance and repairs, and contractors must be available to provide service 24 hours a day, 7 days a week, 365-days a year, including holidays throughout the duration of the contract. Maintenance and repair services include, but are not limited to, cleaning plumbing drain lines, main distribution water lines, main sewer lines, mending broken plumbing fixtures such as faucets, commodes and sinks, drinking fountains, lift stations, water heaters, sprinkler irrigation systems, and back-flow prevention devices. To determine the price of any work performed pursuant to the OCCS, Contractor's Coefficient shall be applied to the applicable line item(s) in the most current RS Means Plumbing Cost Data price book. City Council approval is required for projects utilizing individual job orders over \$100,000.00. Trade services within new building construction, remodeling or alterations of an existing building will not be included.

This contract will be awarded in compliance with the SBEDA Program, which requires contracts be reviewed by a Goal Setting Committee (GSC) 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 GSC applied the SBE Prime Contract Program to this solicitation and awarded 15 evaluation preference points to A-Ram Plumbing, Inc., Craftsman Plumbing, and HJD Capital Electric, Inc., as they are certified SBE and located within the San Antonio Metropolitan Statistical Area.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) 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, various City departments would 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. Processing individual procurements will affect the cost of services due to non-contract pricing.

#### **FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted budget approved by City Council. The total estimated cost for these contracts is approximately \$480,000.00 annually. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

#### **RECOMMENDATION:**

Staff recommends approval of the contracts with A-Ram Plumbing, Inc., Craftsman Plumbing, and HJD Capital Electric, Inc. to provide the City of San Antonio with plumbing maintenance and repair services for a total estimated amount of \$480,000.00 annually.

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