



City of San Antonio

Agenda Memorandum

File Number:16-3358

Agenda Item Number: 24.

Agenda Date: 8/4/2016

In Control: City Council A Session

DEPARTMENT: Convention and Sports Facilities

DEPARTMENT HEAD: Michael Sawaya

COUNCIL DISTRICTS IMPACTED: City-Wide

SUBJECT: Temporary Electrical and Plumbing Services for Events

SUMMARY:

An ordinance approving agreements with Edlen Electrical Exhibition Services of Texas, Inc. and Freeman Expositions, Inc. DBA Freeman Decorating Services, Inc., to provide temporary electrical and plumbing services for events at the Henry B. Gonzalez Convention Center, Alamodome, and the Carver Community Cultural Center from October 1, 2016, through September 30, 2021 with an option to renew the contract for one (1) additional five (5) year term.

BACKGROUND INFORMATION:

The Convention & Sports Facilities (CSF) host a variety of trade, consumer, public, family and entertainment shows, conventions, civic and community events, meetings, concerts, and sporting events. Professional electrical and plumbing services are needed to provide services for events held at the Henry B. Gonzalez Convention Center, the Alamodome, and the Carver Community Cultural Center, in addition to any future facilities added to the Department's operations.

The Services to be provided include, but are not limited to: power, lighting, compressed air, water and drain lines, fill and drain services, natural gas lines or gas cylinders, and associated labor. Other services include: licensees of the Facilities for exhibits, displays, general assemblies, theatrical, audio and presentation production systems, meeting room audio/visual, registration, and box office and similar functions. Licensees are individuals and organizations, including their agents, attendees, exhibitors and subcontractors, which utilize the Facilities through short-term license agreements. The recommended firms will be responsible for providing, maintaining and managing all activities associated with the sale, installation, operation, and removal

of services.

PROCUREMENT OF SERVICES:

A Request for Qualifications (RFQ) for Temporary Electrical & Plumbing Services for Events was released on March 7, 2016. The RFQ was advertised in the San Antonio Express News and on the City's website. Responses were due April 8, 2016, and a total of two (2) firms responded to the RFQ. A selection committee, consisting of representatives from the City Manager's Office, Convention & Sports Facilities, and San Antonio Convention & Visitors Commission evaluated, scored, and ranked the submissions. The selection committee evaluated and scored the proposals based on the published criteria which included: experience, background, qualifications, proposed plan, Local Preference Program, Veteran-Owned Small Business Preference Program, Small Business Enterprise (SBE) Subcontracting, and Mentorship Incentive Programs. Based on the evaluation, the selection committee recommends Edlen Electrical Exhibition Services of Texas, Inc. and Freeman Expositions, Inc. DBA Freeman Decorating Services, Inc. for contract award.

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 a 25% SBE Subcontracting goal and five (5) points for the Mentorship Incentive Program.

In accordance with the Local Preference Program, Freeman Expositions, Inc. DBA Freeman Decorating Services, Inc. received five (5) points for having a local office in the incorporated San Antonio city limits for the requisite time period, and with the requisite number of employees. The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, the recommended firms are not veteran-owned small businesses.

This contract was procured by utilizing a formal Request for Qualifications; therefore, as required by the Ethics Ordinance, a Discretionary Contracts Disclosure Form is included herein as an attachment.

ISSUE:

The current Temporary and Plumbing Services for Events Agreements will expire on September 14, 2016. It is critical to offer temporary utility services to meet the expectations of current and future clients for events held at the Henry B. Gonzalez Convention Center, the Alamodome, and the Carver Community Cultural Center. Although the department has exclusive or preferred contractors in some areas, the department has afforded customers a choice in the provision of temporary utility services.

ALTERNATIVES:

Alternatives to approving the Agreement, as presented, include approving the agreement with amendments, postponing or denying approval, or directing City staff to reissue the RFQ. All of these alternatives will delay the execution of a contract and could impact the Henry B. Gonzalez Convention Center, the Alamodome, and the Carver Community Cultural Center events and ability to provide a critical service to its customers. The Facilities host a variety of trade, consumer, public, family and entertainment shows, conventions, civic and community events, meetings, concerts, and sporting events.

FISCAL IMPACT:

In exchange for the right to provide these services, the firms will pay the City a monthly commission of 30% of their gross sales. If approved, this action is expected to generate approximately \$4,400,000.00 in City commission revenue over the five year contract term and a total of \$9,500,000.00 in commissions for the five (5) year term and five (5) year renewal option. This revenue is budgeted in the Community and Visitor Facilities Fund.

RECOMMENDATION:

Staff recommends approval of contract award to Edlen Electrical Exhibition Services of Texas, Inc., and Freeman Expositions, Inc. DBA Freeman Decorating Services, Inc., for temporary electrical and plumbing services for events.