



City of San Antonio

Agenda Memorandum

File Number:16-5090

Agenda Item Number: 5.

Agenda Date: 10/20/2016

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: CityWide

SUBJECT:

Annual Job Order Contract for Electrical Maintenance and Repair Services- Citywide

SUMMARY:

This ordinance authorizes acceptance of proposals from Central Electric Ent. & Co. Inc., HJD Capital Electric, Inc., and Inoca Holdco, II LLC dba Fox Service Company, to provide the City of San Antonio with three contracts for “on-call” commercial electrical maintenance and repair services for an estimated annual cost of \$480,000.00. Funding for this contract is available through the FY2017 Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action are proposals submitted Central Electric Ent. & Co. Inc., HJD Capital Electric, Inc., and Inoca Holdco, II LLC dba Fox Service Company, to provide “on-call” commercial electrical 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. Service shall be for electrical 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 Proposals for “Annual Job Order Contract for On-Call Electrical Services - Citywide” (RFCSP 6100007699) on June 24, 2016, with a submission deadline of July 27, 2016. Four proposal responses were received; one respondent was deemed non-responsive for failing to submit

the required proposal bond and proposal signature page. Three responses 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 and the San Antonio Public Library. The Finance Department, Purchasing Division, facilitated the evaluation process by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firms' 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 September 14, 2016 to evaluate the three responsive proposals received. After committee review and discussion, individual technical scores were submitted and presented. Once recommendation for award was agreed upon by the selection committee, the pricing scores and the SBEDA scores were revealed. Central Electric Ent. & Co. Inc., HJD Capital Electric, Inc., and Inoco Holdco, II LLC dba Fox Service Company were recommended for award by the evaluation committee.

The initial term of the agreement shall be upon Council award through December 30, 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 electrical maintenance and repairs through an on-call contracting services (OCCS) contract, also referred to as job order contract (JOC). Services shall be for Citywide electrical 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 repairing non-functioning electrical systems, components, or sub-components of a building or structure such as electrical outlets, switches, devices, light fixtures, load centers, panel boards, motor control centers, exterior lighting, motors, pump controllers, etc. 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 Electrical Cost Data price book. City Council approval is required for projects utilizing 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 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 Small Business Enterprise Prime Contract Program with fifteen (15) evaluation preference points awarded to Central Electric Ent. & Co. Inc. and HJD Capital Electric, Inc., as they are certified firms located within the San Antonio Metropolitan Statistical Area.

This contract 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, 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 amount of this contract is \$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 Central Electric Ent. & Co. Inc., HJD Capital Electric, Inc., and Inoca Holdco, II LLC dba Fox Service Company, Inc. to provide the City of San Antonio with electrical maintenance and repair services for a total estimated annual cost of \$480,000.00.

These contracts are procured by means of Request for Competitive Sealed Proposal and Contracts Disclosure Forms are required.