



City of San Antonio

Agenda Memorandum

File Number: 17-4778

Agenda Item Number: 11.

Agenda Date: 8/24/2017

In Control: Audit and Accountability Committee

CITY OF SAN ANTONIO FINANCE DEPARTMENT Interdepartmental Correspondence

TO: Sheryl Sculley, City Manager

FROM: Troy Elliott, CPA, Deputy Chief Financial Officer
Kevin Barthold, City Auditor

COPIES: Audit Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Norbert Dziuk, Procurement Operations Lead

SUBJECT: Consideration of Completed High Profile Solicitations

DATE: August 24, 2017

Annual Contract for Elevator and Escalator Preventive Maintenance for CSF (CSF) - Department issued a solicitation seeking a Texas licensed elevator and escalator contractor to provide systematic and periodic service and preventative maintenance of the elevators and escalators currently installed in the Alamodome, Henry B. Gonzalez Convention Center, Lila Cockrell Theater, University of Mexico, Institute of Mexican Cultures and Building 277. This preventative maintenance is necessary to maintain the safety and functionality of the 36 elevators, 33 escalators and 1 wheelchair lift in accordance with the Texas Department of Licensing & Regulation standards and American National Standards Institute Regulations for elevators and escalators. This contract will provide parts and labor for preventative maintenance, repair and stand by services.

- Solicitation Type: Request for Competitive Sealed Proposals
- Number of Respondents: 3
- Contract Value: \$720,000 annually / \$7.2 million total
- Number of Contracts Awarded: 1
- Term of Contract: 5 years with 1, 5 year option
- Tentative Council Date: September 14, 2017
- Evaluation Criteria:
 - Experience, Background, Qualifications - 45 points;
 - Proposed Plan - 35 points;
 - Price - 20 points;
- SBEDA Subcontracting Requirements: Waived

- Local Preference Program: N/A
- Veteran Owned Small Business Preference Program: N/A
- Voting Committee Members:
 - Carlos J. Contreras III, Assistant City Manager
 - Michael Sawaya, CSF Director
 - Patricia Muzquiz Cantor, CSF Assistant Director
 - Scott Munson, Convention Center General Manager
 - Darius Dunn, Alamodome Facilities Manager

RFCSP 17-023, RFX 6100008337, Air Elevator and Escalator Preventive Maintenance for the Convention and Sports Facility		Vendor A	Vendor B	Vendor C
Score Summary				
A - Experience, Background, Qualifications	45	44.60	28.60	13.00
B - Proposed Plan	35	33.00	25.00	10.00
C - Price Schedule	20	16.63	11.43	20.00
TOTAL SCORE	100	94.23	65.03	43.00
RANK BASED ON TOTAL SCORE		1.00	2.00	3.00

Media, Cataloging and Digital Processing Services (Library) - Department

- Solicitation Type: Request for Competitive Sealed Proposals
- Number of Respondents: 2
- Contract Value: \$2.5 million annually / \$12.5 million total
- Number of Contracts Awarded: 1
- Term of Contract: 3 years with 2, 1 year options
- Council Consideration: August 31, 2017
- Evaluation Criteria:
 - Experience, Background, Qualifications - 30 points;
 - Proposed Plan - 35 points;
 - Price - 15 points;
 - SBEDA - 20 points
- Local Preference Program: N/A
- Veteran Owned Small Business Preference Program: N/A
- Voting Committee Members:
 - Lori Houston, Assistant City Manager
 - Dale McNeill, Assistant Library Director - Public Services
 - Candelaria Mendoza, Library Services Administrator
 - Troy Hoyles, Library Collection Development Supervisor
 - David Cooksey, Library Senior Management Analyst

RFP 17-056, SAPL Media, Cataloging and Digital Processing Services Score Summary	Maximum Points	Vendor A	Vendor B
A - Experience, Background, Qualifications	30	28.40	22.00
B - Proposed Plan	35	32.20	19.60
C - Price	15	15.00	13.13
D - SBEDA Program	20	0.00	0.00
TOTAL SCORE	100	75.60	54.73
RANK BASED ON TOTAL SCORE		1	2

Due diligence conducted for the respondents to the above solicitations included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No findings were noted that would prevent the City from awarding to the selected vendors.

Staff recommends committee approval to proceed with scheduling these items for full City Council consideration.