



City of San Antonio

Agenda Memorandum

File Number:17-5948

Agenda Item Number: 6.

Agenda Date: 12/7/2017

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Elevator and Escalator Preventive Maintenance for Various Locations

SUMMARY:

This ordinance authorizes acceptance of a proposal submitted by EMR Elevator, Inc. to provide elevator and escalator preventive maintenance at various facilities for the Departments of Building and Equipment Services, Parks & Recreation, Center City Development, and the San Antonio Public Library for an estimated annual cost of \$601,574.00. Funding for this contract is available through the respective departments' FY 2018 Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by EMR Elevator, Inc., a State of Texas registered elevator and escalator contractor, to provide systematic and periodic preventive maintenance to the elevators and escalators currently installed at various facilities throughout the City. This preventative maintenance is necessary to maintain the safety and functionality of the 55 elevators, 4 escalators and 1 dumbwaiter in accordance with the Texas Department of Licensing and Regulation.

The scope of work to be performed by EMR Elevator, Inc. under this contract shall consist of furnishing replacement of worn parts, materials, labor, supervision, tools, and supplies necessary to provide full-service equipment maintenance including inspections, adjustments and testing for all equipment covered under this contract. The contract also includes parts and labor for repairs, and for event stand by services which are defined as having mechanics present in the building during an event, to provide repair services if required.

The City issued a Request for Competitive Sealed Proposal for “Elevator and Escalator Preventive Maintenance for Various Locations” on May 8, 2017, with a submission deadline of June 23, 2017. Two proposal responses were received.

The evaluation of each proposal response was based on a total of 100 points; 45 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; and 10 points allotted for respondent’s price schedule. A total of fifteen points was allotted for the Small Business Economic Development Advocacy (SBEDA) Program, SBE Prime Contractor Program Affirmative Procurement Initiative.

The evaluation committee met on September 12, 2017 to interview the two responsive respondents. The evaluation committee met again on October 19, 2017. After committee review and discussion, individual technical scores were submitted and presented. The scores were finalized by the selection committee, the pricing scores were revealed. EMR Elevator, Inc. received the highest ranking and was recommended for award by the evaluation committee.

The evaluation committee consisted of representatives from the Building and Equipment Services Department, San Antonio Public Library, and the Center City Development Office. 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, background, experience, service quality, previous performance, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications. EMR Elevator, Inc. received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be January 1, 2018 through September 30, 2020. Two additional one-year renewals at the City’s option shall also be authorized by this ordinance.

ISSUE:

This contract will provide the City of San Antonio with a Texas licensed elevator and escalator contractor to provide systematic and periodic service and preventive maintenance of the elevators and escalators currently installed at various locations and facilities throughout the City. This preventive maintenance is necessary to maintain the safety and functionality of the 55 elevators, 4 escalators and 1 dumbwaiter in accordance with the Texas Department of Licensing and Regulation. This contract will provide parts and labor for preventive maintenance, repair and event stand by services.

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. EMR Elevator, Inc. is not a certified Small Business Enterprise and did not receive the allotted SBEDA preference points.

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 this contract not be approved, the City of San Antonio would be required to process individual procurements as equipment problems arise. However, processing purchases as equipment malfunctions will force the City to pay non-contract rates as well as compromise the integrity and functionality of the building's elevator and escalator systems.

FISCAL IMPACT:

This ordinance authorizes a contract with EMR Elevator, Inc., to provide elevator and escalator preventive maintenance services for the Departments of Building and Equipment Services, Parks & Recreation, Center City Development, and the San Antonio Public Library for an estimated annual cost of \$601,574.00. Funding for this contract is available through the respective departments' FY 2018 Operating Budget.

RECOMMENDATION:

Staff recommends approval of this contract with EMR Elevator, Inc. to provide elevator and escalator preventive maintenance for 55 elevators, 4 escalators and 1 dumbwaiter currently installed at various locations and facilities for the City of San Antonio for an estimated annual cost of \$601,574.00.

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