



City of San Antonio

Agenda Memorandum

File Number:17-6010

Agenda Item Number: 4.

Agenda Date: 11/30/2017

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Preventative HVAC Maintenance and Repairs for Telecommunications Spaces

SUMMARY:

This ordinance authorizes acceptance of the proposal from Accu-Aire Mechanical, LLC to provide the Information Technology Services Department (ITSD) with a contract to provide preventative HVAC maintenance and repair services in telecommunications spaces for an estimated annual amount of \$149,000.00. Funding for this contract is available through the FY 2018 ITSD Fund operating budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is the proposal submitted by Accu-Aire Mechanical, LLC to provide commercial HVAC maintenance and repairs for ITSD's telecommunications spaces.

The City issued a Request for Competitive Sealed Proposal for "Preventative HVAC Maintenance and Repairs for Telecommunications Spaces" (RFCSP 6100008314, 17-003) on May 15, 2017, with a submission deadline of June 16, 2017. Three proposals were received. One proposal was deemed non-responsive by the Economic Development Department due to respondents' failure to meet the Small Business Economic Development Advocacy subcontracting requirement. The proposals submitted by Accu-Aire Mechanical, LLC and TDIndustries, Inc. were deemed as responsive and moved forward for full proposal evaluation.

The evaluation committee consisted of representatives from the Building and Equipment Services Department and ITSD. 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 committee met on September 25, 2017 to evaluate the two responsive proposals received. The evaluation of each proposal response was based on a total of 100 points; 25 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; 10 points allotted for Emerging Small Business Enterprise Prime Contract Program; 10 points allotted for M/WBE Business Enterprise Prime Contract Program; and 20 points allotted for respondent's price schedule. After a recommendation for award was agreed upon by the selection committee, the SBEDA and Pricing scores were revealed; Accu-Aire Mechanical, LLC was recommended for award by the evaluation committee.

The initial term of the agreement shall be upon City Council award through December 31, 2020. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This ordinance will provide the City with a qualified contractor to provide commercial HVAC maintenance and repairs for telecommunications spaces. Maintenance work is work that is necessary to keep the HVAC units in proper condition. It is work performed in a routine, scheduled, or anticipated fashion as necessary to keep the equipment working in its existing state, i.e., preventing its failure or decline. Maintenance and repair services include, but are not limited to, repairing broken system, component(s), or sub-component(s) of a facility such as replacing or washing air filters, checking and replenishing fluid levels on equipment, air handling units, compressors, actuators, exhaust fans, split systems (fan coil units / condensing units), boilers, heat coils, etc. Repair work goes beyond maintenance, and is usually performed to return something to operational use, rather than to keep it operating. Since repair work is not included in the monthly maintenance fee, repair work for City's HVAC equipment can only be done with written City approval. These regularly scheduled preventative maintenance and repair services are required to maintain peak operational efficiencies while extending the life cycle of the equipment.

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 Emerging Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points awarded to Accu-Aire Mechanical, LLC as they are certified ESBE and M/WBE firm located within the San Antonio Metropolitan Statistical Area.

Additionally, Goal Setting Committee also set a 15% Minority/ Women-Owned Business Enterprise (M/WBE) subcontracting goal and Accu-Aire Mechanical, LLC will be self-performing the subcontracting goal.

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, ITSD 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 each department's adopted budget approved by City Council. The estimated cost for this contract is approximately \$149,000.00 annually to be funded with the FY 2018 ITSD Fund operating budget. Purchases made by departments are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends approval of this contract with Accu-Aire Mechanical, LLC to provide the city of San Antonio with HVAC maintenance and repair services for an estimated amount of \$149,000.00 annually.

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