



City of San Antonio

Agenda Memorandum

File Number: 17-6443

Agenda Item Number: 9.

Agenda Date: 11/29/2017

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, Finance Department
Kevin Barthold, City Auditor

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Norbert Dziuk, Procurement Operations Lead; Jorge Perez, Building and Equipment Services Director; Russell J. Handy, Aviation Director; Michael Sawaya, Convention & Sports Facilities Director; Ramiro S. Salazar, Library Director

SUBJECT: Consideration of Completed High Profile Solicitations

DATE: November 29, 2017

The following high profile projects have completed the solicitation process. These items are presented to the Audit and Accountability Committee for review prior to full City Council for consideration.

Annual Contract for Elevator and Escalator Preventive Maintenance for Various City Facilities (BES) - A Request for Competitive Sealed Proposals for Elevator and Escalator Preventive Maintenance for various locations was issued for systematic and periodic preventive maintenance to elevators and escalators currently installed at various facilities throughout the City.

- Solicitation Type: RFCSP
- Number of Respondents: 2
- Contract Value: \$3 Million total
- Number of Contracts Awarded: 1
- Term of Contract: 3 years with 2, 1 year options
- Council Consideration: December 7, 2017
- Evaluation Criteria:
 - Experience, Background, Qualifications - 45 points
 - Proposed Plan - 30 points
 - Price - 10 points
 - SBEDA: 15 points SBE Prime Contract Program

- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- SBEDA Subcontracting Requirements: Not Applicable
- Voting Committee Members:
 - Jose Correa, Assistant Director, BES
 - Ron Griego, Facilities Administrator, BES
 - Rich Walker, Project Manager, Library
 - Johnathan Featherstone, Parking Operations & Enforcement Manager, CCDO

RFCSP 17-027 Annual Contract for Elevator and Escalator Preventive Maintenance for Various Locations Score Summary RFX 6100008857	Maximum Points	Firm 1	Firm 2
A - Experience, Background, Qualifications	45	34.75	29.50
B - Proposed Plan	30	23.75	18.25
C - Price Schedule	10	8.48	10.00
D - SBEDA - SBE Prime Contract Program	15	0.00	0.00
TOTAL SCORE	100	66.98	57.75
RANK BASED ON TOTAL SCORE		1.00	2.00

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.