



City of San Antonio

Agenda Memorandum

File Number:18-1979

Agenda Item Number: 8.

Agenda Date: 2/20/2018

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; Charles N. Hood, Fire Chief

SUBJECT: Consideration of Completed High Profile Solicitations

DATE: February 20, 2018

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 HVAC Preventative Maintenance and Repair (Fire/Citywide) - Department issued a Request for Competitive Sealed Proposals to provide the City with a contract for HVAC systems preventive maintenance and repair services. This contract will provide parts and labor for preventative maintenance, and repairs. Contract may be awarded by Groups for potential multiple contract awards, one contractor per Group. Group 1 - Fire Department and Police Department, Group 2 - Department of Human Services, Group 3 - La Villita, Market Square and Farmers Market for Center City Development and Operations Department, Group 4 - Health Department and Solid Waste Management Department, and Group 5 - Centro de Artes for Center City Development and Operations Department.

- Solicitation Type: Request for Competitive Sealed Proposals
- Number of Respondents: 3 (one vendor deemed non-responsive for failure to submit bid bond)
- Contract Value: \$1.85 million total
- Number of Contracts Awarded: 1 contract for Groups 1 - 4. No award recommended for Group 5 (to be re-bid)
- Term of Contract: 3 years with 2, 1 year options
- Council Consideration: March 8, 2018
- Evaluation Criteria:
 - Background, Experience, Qualifications - 30 points
 - Proposed Plan - 30 points
 - Price - 20 points
 - SBEDA Program - 20 points (10 points ESBE and 10 points MWBE Prime Contract Program)
- SBEDA Subcontracting Requirements: 12% SBE

- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- Voting Committee Members:
 - Carl Wedge, Deputy Chief, San Antonio Fire Department
 - Gerlach Laven, Fire Facility Coordinator, San Antonio Fire Department
 - Edward Brown, Facility Staff Assistant, Department of Human Services
 - Mimmy Juarez, Department Facility Coordinator, San Antonio Metropolitan Health Department
 - Chris Boubel, HVAC Superintendent, Building and Equipment Services Department

RFCSP 18-006, RFx: 6100009580 Preventive Maintenance & Repairs HVAC Citywide, Group I (SAFD and SAPD)	Maximum Points	Firm 1	Firm 2
Score Summary INITIAL EVALUATION January 25, 2018			
A - Experience, Background, Qualifications	30	28.00	23.80
B - Proposed Plan	30	27.40	24.20
C - Price Schedule	20	20.00	3.46
D - SBEDA - ESBE Prime Contract Program	10	0.00	10.00
D - SBEDA - M/WBE Prime Contract Program	10	0.00	10.00
TOTAL SCORE	100	75.40	71.46
RANK BASED ON TOTAL SCORE		1.00	2.00

RFCSP 18-006, RFx: 6100009580 Preventive Maintenance & Repairs HVAC Citywide, Group 2 (DHS)	Maximum Points	Firm 1	Firm 2
Score Summary INITIAL EVALUATION January 25, 2018			
A - Experience, Background, Qualifications	30	28.00	23.80
B - Proposed Plan	30	27.40	24.20
C - Price Schedule	20	20.00	3.64
D - SBEDA - ESBE Prime Contract Program	10	0.00	10.00
D - SBEDA - M/WBE Prime Contract Program	10	0.00	10.00
TOTAL SCORE	100	75.40	71.64
RANK BASED ON TOTAL SCORE		1.00	2.00

RFCSP 18-006, RFx: 6100009580 Preventive Maintenance & Repairs HVAC Citywide, Group 3 (CCDO) Score Summary INITIAL EVALUATION January 25, 2018	Maximum Points	Firm 1	Firm 2
A - Experience, Background, Qualifications	30	28.00	23.80
B - Proposed Plan	30	27.40	24.20
C - Price Schedule	20	20.00	3.46
D - SBEDA - ESBE Prime Contract Program	10	0.00	10.00
D - SBEDA - MWBE Prime Contract Program	10	0.00	10.00
TOTAL SCORE	100	75.40	71.46
RANK BASED ON TOTAL SCORE		1.00	2.00

RFCSP 18-006, RFx: 6100009580 Preventive Maintenance & Repairs HVAC Citywide, Group 4 (SAMHD and SWMD) Score Summary INITIAL EVALUATION January 25, 2018	Maximum Points	Vendor 1	Vendor 2
A - Experience, Background, Qualifications	30	28.00	23.80
B - Proposed Plan	30	27.40	24.20
C - Price Schedule	20	20.00	1.88
D - SBEDA - ESBE Prime Contract Program	10	0.00	10.00
D - SBEDA - MWBE Prime Contract Program	10	0.00	10.00
TOTAL SCORE	100	75.40	69.88
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.