



City of San Antonio

Agenda Memorandum

File Number:19-1274

Agenda Item Number: 4.

Agenda Date: 2/21/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Cooling Tower Maintenance, Inspections & Other Services - BESD

SUMMARY:

This ordinance authorizes a contract with The Brandt Companies, LLC, to provide scheduled annual maintenance, inspections, and other services to the cooling tower systems for the Building & Equipment Services Department's program facilities for an initial term upon Council award through December 31, 2020 with three (3) additional one-year renewals for a total contract value not to exceed \$624,872.96. Funding in the amount of \$107,716.00 is available in the FY 2019 Facility Services Fund Budget. Funding for subsequent years of this contract is subject to City Council approval of the annual budget and funds.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the proposal submitted by The Brandt Companies, LLC, to perform scheduled annual maintenance, inspections, and other services to four cooling towers for the Building & Equipment Services Department's program facilities. The cooling towers are located at the Municipal Plaza Building, Public Safety Headquarters, Municipal Courts - Frank D. Wing Building, and the International Building.

The City issued a Request for Competitive Sealed Proposals for "Annual Contract for Cooling Tower Maintenance, Inspections, and Other Services - BESD" (RFCSP 6100010456) on September 24, 2018 with a submission deadline of October 24, 2018. Two proposals were received and one proposal was deemed non-responsive for failing to meet the required response time as outlined in the Scope of Services. The proposal

received from The Brandt Companies, LLC, was deemed eligible for evaluation.

The evaluation committee met on December 7, 2018 to evaluate the one responsive proposal. The evaluation committee consisted of representatives from the Building & Equipment Services, Aviation, and Transportation & Capital Improvements departments. The Finance Department, Purchasing Division, facilitated by ensuring compliance with City procurement policies and procedures. The proposal was 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. After committee review and discussion, The Brandt Companies, LLC, was recommended for award by the evaluation committee based on a consensus scoring.

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

ISSUE:

This contract will provide a qualified contractor to perform scheduled annual maintenance, inspections, and other services to the cooling tower systems for the Building & Equipment Services Department facilities located at Municipal Plaza Building, Public Safety Headquarters, Municipal Courts - Frank D. Wing Building, and the International Building. Scheduled annual maintenance services include furnishing the necessary labor, materials, equipment, tools, transportation, supervision, service reports, supplies, inspections, adjustments, testing, and replacement of parts and equipment necessary for the maintenance of the cooling tower systems and supporting equipment. This service is required to preserve the safety, reliability and functionality of the equipment. This contract also includes pricing for Contractor to provide scheduled annual maintenance, inspections, and other services for any new equipment added during the term of the contract.

Repair work goes beyond annual maintenance services, and is usually performed to return equipment to operational use, rather than to keep it operating. Labor and parts necessary to perform repairs are not included in the annual maintenance fee. Repairs can only be performed with written City approval. These annually scheduled maintenance services 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 Small Business Enterprise Prime Contract Program with ten (10) evaluation preference points.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business 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 Building & Equipment Services Department would be required to procure scheduled annual service on the cooling towers on an as-needed basis which could lead to inconsistent service and delay in response time to maintenance and repair requests. Processing individual procurements will

affect the cost of services due to non-contract pricing. The Building & Equipment Services Department does not have the staff to perform these services in-house.

FISCAL IMPACT:

This ordinance authorizes a contract with The Brandt Companies, LLC, to provide scheduled annual maintenance, inspections, and other services to the cooling tower systems for the Building & Equipment Services Department's program facilities for an initial term upon Council award through December 31, 2020 with three (3) additional one-year renewals for a total contract value not to exceed \$624,872.96. Funding in the amount of \$107,716.00 is available in the FY 2019 Facility Services Fund Budget. Funding for subsequent years of this contract is subject to City Council approval of the annual budget and funds.

RECOMMENDATION:

Staff recommends approval of this contract with The Brandt Companies, LLC, to provide scheduled annual maintenance and repair services for cooling tower systems for the Building & Equipment Services Department's program facilities for an initial term upon Council award through December 31, 2020 with three (3) additional one-year renewals for a total contract value not to exceed \$624,872.96.

This contract was procured by means of Request for Competitive Sealed Proposals and a Contract Disclosure Form is required.