



City of San Antonio

Agenda Memorandum

File Number:19-5962

Agenda Item Number: 4.

Agenda Date: 9/19/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for BESD Lift Station Maintenance and Other Services

SUMMARY:

This ordinance authorizes a contract with Craftsman Plumbing to provide maintenance, inspections, and repair services to lift stations and other waste disposal systems for the San Antonio Fire Department and the Building and Equipment Services Department for an initial term upon Council award through June 30, 2020 with three (3) additional one-year renewals for an estimated annual amount of \$146,000.00.

Funding in the amount of \$135,000.00 is available from the FY 2020 Facility Services Fund budget, and in the amount of \$11,000.00 from the FY 2020 General 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 a proposal submitted by Craftsman Plumbing to provide all necessary labor, material and equipment to perform scheduled preventive maintenance, inspections, and repairs to sewer or storm water lift stations, oil water separators, waste pumps, grease traps and interceptor waste disposal systems, sumps and ejectors, and other supporting equipment located at the International Center, Municipal Plaza Building, Fire Training Academy, Police Training Academy, Fire Services Division, Fire Tech Services Division, Fire Station #37, City Council District 4, and City Hall. Services for City Hall are anticipated to begin in calendar year 2021. This contract allows for services to be provided at additional facilities during the term of the contract.

The City issued a Request for Competitive Sealed Proposal (RFCSP) 6100011078 “Annual Contract for BESD Lift Station Maintenance and Other Services” on March 15, 2019 with a submission deadline of May 22, 2019. Two proposals were received. One proposal was deemed non-responsive for failure to submit a complete proposal response. The one remaining proposal, submitted by Craftsman Plumbing, was deemed eligible for evaluation and is recommended for contract award based on the City’s standard RFCSP evaluation process.

The evaluation committee met on May 30, 2019, to evaluate the one responsive proposal received. The evaluation committee consisted of representatives from the Building & Equipment Services Department, San Antonio Fire Department, and the Transportation & Capital Improvements Department. The Finance Department, Purchasing Division, assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm’s qualifications, experience, and quality of service, previous performance, proposed plan, and price. Additional categories of consideration included references and financial qualifications. After committee review and discussion, Craftsman Plumbing was recommended for award by the evaluation committee based on consensus scoring.

The initial term of the agreement shall be for the period upon award by City Council through June 30, 2020. Three additional one-year renewals at the City’s option shall also be authorized by this ordinance.

ISSUE:

This contract will provide the Fire department and the Building and Equipment Services Department with a contractor that will furnish the necessary labor, material and equipment required to perform scheduled preventive maintenance, inspections, and repairs to equipment at six Building and Equipment Services Department program buildings, consisting of International Center, Municipal Plaza Building, Fire Training Academy, Police Training Academy, City Council District 4, and City Hall, and three San Antonio Fire Department facilities consisting of Fire Services Division, Fire Tech Services Division, and Fire Station #37. Each of these facilities requires maintenance, inspections, and repairs to various types of equipment such as sewer or storm water lift stations, oil water separators, waste pumps, grease traps and interceptor waste disposal systems, sumps and ejectors, and other supporting equipment. Preventive maintenance services include labor, materials, service equipment, tools, inspections, service reports, adjustments, and replacement parts necessary for the maintenance of the lift stations or waste systems.

Repair work goes beyond maintenance, and is usually performed to return equipment to operational use, rather than to keep it operating. Repair labor and repair parts are not included in the scheduled preventive maintenance fee and can only be performed with City approval. These regularly scheduled preventive maintenance and repair services are required to preserve the safety, reliability, and functionality of this equipment and to maintain peak operational efficiencies while extending the life of the equipment.

SBEDA -This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Craftsman Plumbing is a small firm that received ten evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area.

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, City departments would be required to process individual procurements on an as-needed basis to provide lift station or waste system equipment maintenance services, 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 City departments do not have the staff to perform these services in-house.

FISCAL IMPACT:

This ordinance authorizes a contract with Craftsman Plumbing to provide maintenance, inspections, and repair services to lift stations and other waste disposal systems for the San Antonio Fire Department and the Building and Equipment Services Department for an initial term upon Council award through June 30, 2020 with three (3) additional one-year renewals for an estimated annual amount of \$146,000.00.

Funding in the amount of \$135,000.00 is available from the FY 2020 Facility Services Fund budget, and in the amount of \$11,000.00 from the FY 2020 General 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 Craftsman Plumbing to provide the San Antonio Fire Department and the Building and Equipment Services Department with lift station and waste system equipment maintenance services for a total estimated annual amount of \$146,000.00.

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