



# City of San Antonio

## Agenda Memorandum

**File Number:**20-1056

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**Agenda Item Number:** 6.

**Agenda Date:** 1/30/2020

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Annual Contract for Fire Sprinkler Inspections, Maintenance, and Repair Services - BESD & PARKS

### **SUMMARY:**

This ordinance authorizes a contract with Western States Fire Protection Co., to provide inspections, maintenance, and repair services for fire sprinkler systems and associated equipment for the Building and Equipment Services and Parks and Recreation departments for a total estimated annual cost of \$190,000.00. Funding is available in the amount of \$150,000.00 from the FY 2020 Facility Services Fund Budget and \$40,000.00 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 Council consideration and action is a proposal submitted by Western States Fire Protection Co., to provide all necessary labor, materials, and equipment to perform inspections, scheduled preventive maintenance, and repairs to Fire Sprinkler systems and other supporting equipment located at various locations throughout the City.

The City issued a Request for Competitive Sealed Proposal (RFCSP 6100011607 "Annual Contract for Fire Sprinkler Inspections, Maintenance, and Repair Services - BESD & PARKS" on August 09, 2019 with a submission deadline of September 27, 2019. Four proposals were received and deemed eligible for evaluation and were invited for an interview. One respondent, Big Red Fire Protection declined an interview and withdrew their proposal response. Western States Fire Protection Co. is recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee met on November 13, 2019 to conduct interviews and evaluate the three remaining responsive proposals. The evaluation committee consisted of representatives from the Building and Equipment Services and Parks and Recreation departments. The Finance Department, Purchasing Division, assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 35 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Five preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contractor Program Affirmative Procurement Initiative, and five preference points allotted for the M/WBE Prime Contractor Program Affirmative Procurement Initiative. Additional categories of consideration included references and financial qualifications. After committee review and discussion, Western States Fire Protection Co. received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be for the period upon award by City Council through October 31, 2022. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

## **ISSUE:**

This contract will provide the Building and Equipment Services and Parks and Recreation departments with a contractor that will furnish the necessary labor, materials, and equipment required to perform inspections, scheduled preventive maintenance, and repairs to the fire sprinkler systems and associated equipment located at various locations throughout the City. The fire sprinkler equipment consists of, but not be limited to the following components: individual sprinkler heads of all types and sizes, fire pumps, jockey pumps, pump controls, fire risers, water gongs, tampering devices, various control valves, and kitchen vent hoods. This contract shall also provide service for any new facilities added during the term of the contract.

Repair work goes beyond maintenance, and is usually performed to return something 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 the equipment and 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 and Minority/ Women-Owned Business Enterprise Prime Contract Program 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, City departments would be required to process individual procurements on an as-needed basis to provide fire sprinkler systems and associated equipment with inspections,

maintenance, and repair services, which could lead to inconsistent service and delay in response time for 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 Western States Fire Protection Co., to provide inspections, maintenance, and repair services for fire sprinkler systems and associated equipment for the Building and Equipment Services and Parks and Recreation departments for a total estimated annual cost of \$190,000.00. Funding is available in the amount of \$150,000.00 from the FY 2020 Facility Services Fund Budget and \$40,000.00 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 Western States Fire Protection Co., to provide inspection, maintenance, and repair services for fire sprinkler systems and associated equipment for the Building and Equipment Services and Parks and Recreation departments for a total estimated annual amount of \$190,000.00.

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