



# City of San Antonio

## Agenda Memorandum

**File Number:**20-1144

---

**Agenda Item Number:** 2.

**Agenda Date:** 1/21/2020

**In Control:** Audit and Accountability Committee

---

**CITY OF SAN ANTONIO  
INFORMATION TECHNOLOGY SERVICES DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Erik Walsh, City Manager

**FROM:** Craig Hopkins, Chief Information Officer, Information Technology Services Department

**COPIES:** Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Consideration of High Profile Solicitation for Release

**DATE:** January 21, 2020

The following high profile solicitation is schedule to be released within the next month.

**Specialized Air Conditioning Maintenance and Repair for IT Spaces (ITSD)** - The City of San Antonio, Information Technology Services Department (ITSD) is seeking an annual contract to provide preventative and remedial maintenance, inspection and repair of air conditioning systems dedicated to telecommunications spaces for COSA managed facilities. All labor, equipment, materials, expertise and tools required to perform maintenance and repair services of heating, ventilation and air conditioning equipment at three data centers and approximately eighty miscellaneous ITSD spaces.

Department:	ITSD
Solicitation Type:	Request for Competitive Sealed Proposals (RFCSP)
Estimated Value:	\$1,201,720.00
Proposed Term:	3 years with 2, 1-year renewal options
Release Date:	January 31, 2020
Closing Date:	March 18, 2020
Proposed Council Date:	August 2020
Contact Information:	Craig Hopkins, Chief Information Officer, ITSD
Evaluation Criteria:	Experience, Background, Qualifications: 25 points Proposed Plan: 35 points Price: 20 points SBE Prime Contract Program: 10 points

M/WBE Prime Contract Program: 10 points

SBEDA Subcontracting Goal - 12% SBE

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

- Kevin Goodwin, Chief Technology Officer, ITSD
- John Rodriguez, Assistant IT Director, ITSD
- Mike Mitchell, Senior IT Manager, ITSD
- Carmen Cardenas, Facilities Contract Manager, ITSD
- Adrian Dickreiter, IT Network Manager, ITSD
- Ron Griego, Facilities Administrator, Building & Equipment Services
- Kyle Mikolajczyk, Interim Building Maintenance Manager and HVAC Superintendent, Convention & Sports Facilities