



# City of San Antonio

## Agenda Memorandum

**File Number:**20-6689

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**Agenda Item Number:** 4.

**Agenda Date:** 11/17/2020

**In Control:** Audit and Accountability Committee

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**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 Completed High Profile Solicitation

**DATE:** November 17, 2020

The following high-profile project has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to the full City Council for consideration.

**Specialized Air Conditioning Maintenance and Repair for IT Spaces (ITSD)** - The Information Technology Services Department (ITSD) solicited an annual contract to provide preventative and remedial maintenance, inspection and repair of air conditioning systems dedicated to telecommunications spaces for City managed facilities. Contractor will be responsible for all labor, equipment, materials, expertise and tools required to perform maintenance and repair services of heating, ventilation and air conditioning equipment.

Solicitation Type: Request for Competitive Sealed Proposals (RFCSP)  
Contract Value: \$228,700.00 (Bids received for the data center locations only and recommend moving forward with contract award. No bids were received for network room locations resulting in a reduced contract value)  
Term of Contract: 3 years with 2, 1-year renewal options  
Number of Respondents: 4 (two Respondents deemed non-responsive for failure to submit the required proposal bond)  
Contracts to be Awarded: 1  
Council Consideration: January 14, 2021  
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 Requirements: 12% SBE Subcontracting Requirement  
 Local Preference Program: Not Applicable  
 Veteran Owned Small Business Preference Program: Not Applicable  
 Voting Members: John Rodriguez, Assistant IT Director, Information Technology Services Department  
 Carmen Cardenas, Facilities Contract Manager, Information Technology Services Department  
 Adrian Dickreiter, IT Network Manager, Information Technology Services Department  
 Ron Griego, Facilities Administrator, Building & Equipment Services Department  
 Kyle Mikolajczyk, Interim Building Maintenance Manager and HVAC Superintendent, Convention & Sports Facilities Department

<b>RFCSP for Specialized Maintenance &amp; Repair for IT Spaces (ITSD) (20-030; 6100012444)</b>  <b>Score Summary</b> <b>*FINAL EVALUATION</b> <b>September 17, 2020</b>	<b>Maximum Points</b>	<b>Vendor A</b>	<b>Vendor B</b>
<b>A - Experience, Background, Qualifications</b>	<b>25</b>	<b>24.00</b>	<b>11.75</b>
<b>B - Proposed Plan</b>	<b>35</b>	<b>34.20</b>	<b>17.20</b>
<b>C - Price</b>	<b>20</b>	<b>20.00</b>	<b>9.98</b>
<b>D - Small Business Economic Development Advocacy Program</b>	<b>20</b>	<b>0.00</b>	<b>20.00</b>
<b>TOTAL SCORE</b>	<b>100</b>	<b>78.20</b>	<b>58.93</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>1</b>	<b>2</b>

\*One evaluation held with no interviews conducted.

Due diligence conducted for the respondents to the above solicitation included a search of federal and state department 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 material findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.