



# City of San Antonio

## Agenda Memorandum

**File Number:**20-7219

---

**Agenda Item Number:** 5.

**Agenda Date:** 1/21/2021

**In Control:** City Council A Session

---

**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Specialized Air Conditioning Maintenance and Repair for IT Spaces (ITSD)

### **SUMMARY:**

This ordinance authorizes a contract with Bud Griffin Customer Support, San Antonio LLC, to provide preventative and remedial maintenance, inspection and repair of air conditioning systems dedicated to spaces that house specialized IT equipment within City managed facilities for an estimated total contract value of \$228,700.00 over a five-year period. Funding in the amount of \$43,460.00 is available in the FY 2021 Information Technology Department Operating Fund Budget. Funding for subsequent year of this contract is subject to City Council approval of the annual budget and funds.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is the proposal from Bud Griffin Customer Support, San Antonio LLC, to provide all labor, equipment, materials, expertise and tools required to perform maintenance and repair services of heating, ventilation and air conditioning equipment dedicated to spaces that house specialized IT equipment throughout the City. Specifically, this contract will provide for service to Computer Room Air Conditioning units (CRAC) located at key data centers within the Information Technology Services Department (ITSD) Frio Location, San Antonio Office of Emergency Management (SAOEM) and the Public Safety Answering Point (PSAP). These data centers house all critical server and network components for all City hosted software and mainframe in primary or redundant capacities to ensure that all IT systems run at peak capacity. CRAC units monitor and maintain air temperature, air distribution and humidity in these data centers.

The City issued Request for Competitive Sealed Proposals (RFCSP) for Annual Contract for Specialized Air Conditioning Maintenance and Repair for IT Spaces (ITSD) on January 31, 2020 with a submission deadline of April 20, 2020. Four responses were received. Two responses were deemed non-responsive for failing to provide the required proposal bonds. Two responses were deemed eligible for evaluation. Bud Griffin Customer Support, San Antonio LLC, is recommended for award based on the City's standard evaluation process.

The evaluation committee consisted of representatives from the Information Technology Services Department, Building & Equipment Services Department and the Convention & Sports Facilities Department.

The evaluation committee met on September 17, 2020, for discussion and scoring.

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; 25 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; 20 points allotted for respondent's price schedule; 10 points allotted for the SBE Prime Contract Program; and 10 points for the M/WBE Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The initial term of the agreement shall be upon Council award through December 31, 2023. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

A post-solicitation briefing to the Audit and Accountability Committee was held on November 17, 2020. No bids were received for the maintenance of air conditioning systems at approximately fifty network room locations which resulted in a reduced contract value.

## **ISSUE:**

This contract will provide all labor, equipment, materials, expertise and tools required to perform maintenance and repair services of heating, ventilation and air conditioning systems for Computer Room Air Conditioning units (CRAC) located at key data centers within the Information Technology Services Department (ITSD) Frio Location, San Antonio Office of Emergency Management (SAOEM) and the Public Safety Answering Point (PSAP).

The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract (SBEDA) Program with ten (10) SBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as SBE located within the San Antonio Metropolitan Statistical Area and ten (10) M/WBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as M/WBE located within the San Antonio Metropolitan Statistical Area. However, Bud Griffin Customer Support was not eligible to receive any preference points. Additionally, the Goal Setting Committee set a 12% Small Business Enterprise (SBE) subcontracting goal and Bud Griffin Customer Support has committed to meet the subcontracting goal.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference 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 San Antonio Information Technology Services Department would need to competitively bid out preventative maintenance on mission critical computer room air conditioning units individually which would be timely and inefficient and could also lead to outages across the network.

**FISCAL IMPACT:**

This ordinance authorizes a contract with Bud Griffin Customer Support, San Antonio LLC, to provide preventative and remedial maintenance, inspection and repair of air conditioning systems dedicated to telecommunications spaces for City managed facilities for an estimated total contract value of \$228,700.00 over a five-year period. Funding in the amount of \$43,460.00 is available in the FY 2021 Information Technology Department Operating Fund Budget. Funding for subsequent year of this contract is subject to City Council approval of the annual budget and funds.

**RECOMMENDATION:**

Staff recommends approval of a contract with Bud Griffin Customer Support, San Antonio LLC, to provide preventative and remedial maintenance, inspection and repair of air conditioning systems for Computer Room Air Conditioning units located at key data centers within the Information Technology Services Department, Frio Location, San Antonio Office of Emergency Management, and the Public Safety Answering Point for an estimated total contract value of \$228,700.00 over a five-year period.

This contract was processed by means of a Competitive Sealed Proposal and a Contracts Disclosure Form is required.