



City of San Antonio

Agenda Memorandum

File Number:21-1071

Agenda Item Number: 3.

Agenda Date: 1/19/2021

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
CONVENTION & SPORTS FACILITIES DEPARTMENT
Interdepartmental Correspondence**

TO: Erik Walsh, City Manager

FROM: Patricia Muzquiz Cantor, Executive Director, Convention & Sports Facilities Department

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer; Carlos J. Contreras III, Assistant City Manager

SUBJECT: Consideration of High Profile Solicitation for Release

DATE: January 19, 2021

The following high profile solicitation is scheduled to be released this month.

On-Call Commercial Heating Ventilation and Air Conditioning (HVAC) Services (City-wide) - The City of San Antonio, Convention & Sports Facilities Department is seeking a city-wide annual contract for a commercial heating ventilation and air conditioning (HVAC) maintenance and repairs through an on-call contracting services (OCCS) contract, also referred to as job order contract (JOC). Services shall be for HVAC maintenance and repairs for City facilities throughout the City of San Antonio. Trade services within new building construction, remodeling or alterations of an existing building will not be included.

Department: Convention & Sports Facilities

Solicitation Type: Request for Competitive Sealed Proposals

Contract Value: \$3.5 million

Term of Contract: 2 years with 3, 1-year renewal options

Release Date: January 29, 2021

Closing Date: March 17, 2021

Proposed Council Date: August 5, 2021

Contact Information: Patricia Muzquiz Cantor, Executive Director, Convention & Sports Facilities

Evaluation Criteria: Experience, Background and Qualifications: 30 points

Proposed Plan: 35 points

Price: 15 points

SBE Prime Contract Program: 10 points

M/WBE Prime Contract Program: 10 points

Local Preference Program: Not Applicable

Veteran Owned Small Business Program: Not Applicable

Voting Members: Carlos J. Contreras III, Assistant City Manager, City Manager's Office
Patricia Muzquiz Cantor, Executive Director, Convention & Sports Facilities
Wanda Williams, Convention Center General Manager, Convention & Sports
Facilities
Kyle Mikolajczyk, Building Maintenance Manager, Convention & Sports
Facilities
Mark Jenkins, Facilities Manager, San Antonio Public Library
Ron Griego, Facilities Administrator, Building & Equipment Services
Department
Chalene Martinez, Special Projects Manager, Aviation