



# City of San Antonio

## Agenda Memorandum

**File Number:**21-1204

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**Agenda Item Number:** 5.

**Agenda Date:** 2/18/2021

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Annual Job Order Contract for On-Call Plumbing Services

### **SUMMARY:**

This ordinance authorizes acceptance of three contracts with A-Ram Plumbing, Inc., Craftsman Plumbing, and HJD Capital Electric, Inc. to provide on-call commercial plumbing maintenance and repairs for an estimated amount of \$400,000.00 annually. Funding for these contracts will be identified as needed and included in the FY 2021 Adopted Budget.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action are three proposals submitted by A-Ram Plumbing, Inc., Craftsman Plumbing, and HJD Capital Electric, Inc., to provide commercial plumbing maintenance and repairs through an on-call contracting services (OCCS) contract, also referred to as job order contract (JOC), for the City of San Antonio. Services shall be for plumbing maintenance and repairs Citywide. Trade services within new building construction, remodeling or alterations of an existing building are not included.

The City issued a Request for Competitive Sealed Proposal for “Annual Job Order Contract for On-Call Plumbing Services - Citywide” (RFCSP 6100012553) on June 10, 2020, with a submission deadline of July 29, 2020. Six proposals responses were received and deemed eligible for evaluation committee review.

The evaluation committee consisted of representatives from the Parks and Recreation Department, Center City Development and Operations Department, San Antonio Public Library, and the Convention and Sports Facilities Department. The Finance Department, Purchasing Division, facilitated the procurement 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; 15 points allotted for respondent's price schedule. Five preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) SBE Prime Contract Program, and 10 preference points allotted for the M/WBE Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on December 1, 2020 to evaluate the responsive proposals received. Individual scores were submitted, and aggregate scores were presented. A-Ram Plumbing, Inc., Craftsman Plumbing, and HJD Capital Electric, Inc. were recommended for award by the evaluation committee.

A post-solicitation briefing was presented to the Audit and Accountability on December 15, 2020.

The initial term of the agreement shall be upon City Council award through September 30, 2022. Three additional one-year renewals, at the City's option, shall also be authorized by this ordinance.

## **ISSUE:**

This ordinance will provide the City with three qualified contractors to provide "on-call" commercial plumbing maintenance and repairs through an on call contracting services (OCCS) contract, also referred to as job order contract (JOC). Service shall be for Citywide plumbing maintenance and repairs, and contractors must be available to provide service 24 hours a day, 7 days a week, 365-days a year, including holidays throughout the duration of the contract. Maintenance and repair services include, but are not limited to, cleaning plumbing drain lines, main distribution water lines, main sewer lines, mending broken plumbing fixtures such as faucets, commodes and sinks, drinking fountains, lift stations, water heaters, sprinkler irrigation systems, and back-flow prevention devices. To determine the price of any work performed pursuant to the OCCS, Contractor's Coefficient shall be applied to the applicable line item(s) in the most current RS Means Plumbing Cost Data price book. City Council approval is required for projects utilizing job orders over \$100,000.00. Trade services within new building construction, remodeling or alterations of an existing building will not be included.

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 Business Enterprise Prime Contract Program with five (5) evaluation preference points and the Minority/Women-Owned Business Enterprise Prime Contract Program with ten (10) evaluation preference points. HJD Capital Electric, Inc. and A-RAM Plumbing received fifteen (15) evaluation points as they are certified SBE and MWBE certified firms located within San Antonio Metropolitan Statistical Area. Additionally, Douglas Carl Merritt dba Craftsman Plumbing received five (5) evaluation points as they are a certified SBE firm located within the San Antonio Metropolitan Statistical Area.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

## **ALTERNATIVES:**

Should these contracts not be approved, various City departments would be required to procure services on an as-needed basis which could lead to inconsistent service and a delay in response time to maintenance and repair requests. The departments do not have the staff to perform these services in-house. Processing individual procurements will affect the cost of services due to non-contract pricing.

**FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted budget approved by City Council. The estimated cost for these contracts is approximately \$400,000.00 annually. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends approval of an ordinance for acceptance of contracts with A-Ram Plumbing, Inc., Craftsman Plumbing, and HJD Capital Electric, Inc. to provide commercial plumbing maintenance and repairs through an on-call contracting services contract for an estimated amount of \$400,000.00 annually.

This contract was procured by means of Competitive Sealed Proposal and Contracts Disclosure Forms are required.