



# City of San Antonio

## Agenda Memorandum

**File Number:**21-2955

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**Agenda Item Number:** 2.

**Agenda Date:** 4/20/2021

**In Control:** Audit and Accountability Committee

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**CITY OF SAN ANTONIO  
AVIATION DEPARTMENT  
Interdepartmental Correspondence**

**TO:** Erik Walsh, City Manager

**FROM:** Jesus H. Saenz, Jr., Director, Aviation Department

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

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

**DATE:** April 20, 2021

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

**Annual Contract for Elevator & Escalator Preventive Maintenance, Inspection, and Repair Services (Aviation)** - The City of San Antonio is soliciting proposals for a contractor to provide a preventive maintenance, inspection, and repair program to ensure the safety and functionality of 22 elevators and 21 escalators located at the San Antonio International Airport and Stinson Municipal Airport. The scope of work includes all materials, labor, supervision, tools, and supplies necessary to provide scheduled preventive maintenance, inspections, and escalator clean down services. In addition, the work will include parts, repairs and stand-by services on an as-needed, hourly basis.

Department:	Aviation
Solicitation Type:	Request for Competitive Sealed Proposals
Contract Value:	\$8 Million
Term of Contract:	3 years with 2, 1-year renewal options
Release Date:	May 5, 2021
Closing Date:	June 18, 2021
Proposed Council Date:	November 4, 2021
Contact Information:	Jesus H. Saenz, Jr., IAP, Director, Aviation Department
Evaluation Criteria:	Experience, Background, Qualifications: 45 points

Proposed Plan: 40 points  
Price: 15 points  
SBEDA Program: Waived  
Local Preference Program: Not Applicable  
Veteran Owned Small Business Preference Program: Not Applicable  
Voting Members: Jeff Coyle, Assistant City Manager, City Manager's Office  
Jesus H. Saenz, Jr., IAP, Director, Aviation Department  
David Robbins, Chief Development Officer, Aviation Department  
Larry Bigelow, Interim Airport Facilities Manager, Aviation Department  
Michael Cox, General Manager, AvAirPros Services