



City of San Antonio

Agenda Memorandum

File Number:21-3273

Agenda Item Number: 6.

Agenda Date: 5/20/2021

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Maintenance and Repair Services for Emergency Power Equipment

SUMMARY:

This ordinance authorizes a contract with DC Group, Inc. to provide all preventative maintenance, inspection and repair of emergency power equipment within, or supporting, telecommunications spaces managed by the Information Technology Services Department (ITSD) in the estimated annual amount of \$60,000.00. Funding is available through the Information Technology Services Fund.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is the proposal from the DC Group, Inc. to provide all preventative maintenance, inspection, and repair of emergency power equipment within, or supporting, telecommunications spaces at various City facilities managed by ITSD. The emergency power equipment consists of uninterruptible power systems (UPS) and their battery cabinets, power distribution units (PDU), and static transfer switches (STS). This equipment provides surge protection, utility power conditioning and the backup power in the event of a utility power outage. Without this equipment, information technology services provided by equipment in the ITSD managed spaces would be at a higher risk of failure.

These regularly scheduled preventative maintenance and repair services are required to maintain peak operational efficiencies while extending the life cycle of the equipment. Maintenance services shall be provided on a quarterly basis.

Emergency power equipment has a life cycle of approximately 20 years. The uninterruptible power supply (UPS) equipment batteries have a three to five year lifecycle. The UPS batteries at the Emergency Operations Center (EOC) and the Public Safety Answer Point (PSAP) are scheduled for replacement in early fiscal year 2022 and the Public Safety Headquarters (PSHQ) in early fiscal year 2023.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for Maintenance and Repair Services for emergency power equipment on July 1, 2020 with a submission deadline of August 17, 2020. Three responses were received. One proposal was deemed non-responsive for failing to provide the required attachments specified in the solicitation. Two responses were deemed eligible for evaluation. DC Group, Inc. is recommended for contract award based on the City's standard evaluation process.

The evaluation committee consisted of representatives from the City's Information Technology Services Department (ITSD) and the Building and Equipment Services Department.

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; 40 points allotted for experience, background, qualifications; 40 points allotted for proposed plan; 20 points allotted for respondent's price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on October 14, 2020, for discussion. The committee recommended conducting interviews with the two respondents. Interviews were held October 29, 2020 and November 2, 2020 via WebEx. Each vendor was asked to detail their preventative maintenance schedule, provide staffing plans, and licenses or required certifications for their proposed staff. The evaluation committee completed scoring on November 2, 2020 and recommended DC Group, Inc. for award.

This contract shall begin upon the effective date of the ordinance awarding the contract for a three-year period. Two additional one-year renewal periods, at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide all labor, equipment, materials, expertise, and tools required to provide all preventative maintenance, inspection, and repair of emergency power equipment within, or supporting, telecommunications spaces.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This award is an exception to the Local Preference Program.

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

ALTERNATIVES:

Should this contract not be approved, the City's Information Technology Services Department would need to competitively bid out preventative maintenance on emergency power equipment on an as-needed basis which would be timely, inefficient and could also lead to catastrophic outages across the network.

FISCAL IMPACT:

This ordinance authorizes a contract with DC Group, Inc. to provide all preventative maintenance, inspection and repair of emergency power equipment within, or supporting, telecommunications spaces at City facilities for an estimated annual amount \$60,000.00 for the Information Technology Services Department. Recurring maintenance and support costs are estimated at \$20,000.00 annually for services as outlined within the contract. ITSD has budgeted an additional \$40,000.00 annually for repairs, parts and equipment replacement costs for the emergency power equipment aligned with the submitted proposal labor and parts costs. Funding is available through the Information Technology Services Fund.

RECOMMENDATION:

Staff recommends approval of a contract with DC Group, Inc. to provide all preventative maintenance, inspection, and repair of emergency power equipment within, or supporting, telecommunications spaces for an estimated annual amount of \$60,000.00 for the Information Technology Services Department.

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