



# City of San Antonio

## Agenda Memorandum

**File Number:**15-2601

---

**Agenda Item Number:** 2.

**Agenda Date:** 4/14/2015

**In Control:** High Profile Contract Council Committee

---

**CITY OF SAN ANTONIO  
AVIATION DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Sheryl Sculley, City Manager

**FROM:** Frank Miller, Aviation Director

**COPY:** High Profile Contract Council Committee;  
Ed Belmares, Assistant City Manager;  
Ben Gorzell Jr., CPA, Chief Financial Officer;  
Troy Elliott, CPA, Finance Director  
Kevin Barthold, City Auditor

**SUBJECT:** Pre-Solicitation Briefing for Annual Contract for Central Utility Plant Preventive Maintenance

**DATE:** April 14, 2015

The Aviation Department will provide a pre-solicitation briefing on the Annual Contract for Central Utility Plant Preventive Maintenance at the San Antonio International Airport (SAIA). This item was added as an individual High Profile Contract Initiative for consideration to the Annual High Profile Report.

This pre-solicitation briefing will include, as applicable, an overview of the procurement, estimated contract value, high profile designation, term of resulting contract, project scope and considerations, proposed scoring criteria, SBEDA program requirements, audited financial statements, local preference applicability, veteran-owned small business program applicability, project timeline, and evaluation committee members.

This project will provide the Aviation Department with a replacement annual contract for maintenance and repair of the Airport's Central Utility Plant which provides heat and air conditioning to the SAIA terminals and various Federal Aviation Administration buildings. Preventive maintenance will be performed on monthly, annual, and 5-year cycles and repairs will include labor and parts, as may be needed. Services are anticipated to begin upon City Council award.