



# City of San Antonio

## Agenda Memorandum

**File Number:**15-3146

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**Agenda Item Number:** 2.

**Agenda Date:** 5/12/2015

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

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**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 Computerized Maintenance Management System (CMMS) Software and Implementation

**DATE:** May 12, 2015

The Aviation Department will provide a pre-solicitation briefing on the Computerized Maintenance Management System (CMMS) Software and Implementation for the San Antonio Airport System. 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 the implementation and maintenance of a new CMMS. The new system will include managing work orders, preventive maintenance, tenant charge backs, and life cycle costing and analysis of assets/inventory.