



City of San Antonio

Agenda Memorandum

File Number:15-4753

Agenda Item Number: 4.

Agenda Date: 10/8/2015

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Annual Contract for Central Utility Plant Preventive Maintenance & Repairs at San Antonio International Airport

SUMMARY:

This ordinance authorizes acceptance of a proposal with The Brandt Companies, LLC to provide the San Antonio International Airport with preventive maintenance, repairs, and parts for the HVAC equipment at the Central Utility Plant of the San Antonio International Airport and the Federal Aviation Administration Air Traffic Control Building for a total estimated annual amount of \$550,000.00 for an initial term of three years, with options to renew the term of the agreement for two additional one-year periods. Funding for this annual contract will be allocated from the Aviation Operations and Maintenance Fund.

BACKGROUND INFORMATION:

The City issued a Request for Competitive Sealed Proposal for “Annual Contract for Central Utility Plant Preventive Maintenance and Repairs” on June 22, 2015 and two proposals were received on July 22, 2015.

The evaluation committee consisted of representatives from Aviation Department, Building and Equipment Services Department, and San Antonio Water System. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures.

The evaluation of each proposal was based on a total of one hundred points: forty points for experience, background, qualifications; thirty points for proposed plan; ten points for price schedule. Twenty preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program, SBE Prime

Contractor Program Affirmative Procurement Initiative. Based on the City's standard RFCSP process, The Brandt Companies, LLC is recommended for award.

The initial term of the agreement shall be for a period of three years. Two additional one-year renewals at the City's option will also be authorized by this ordinance.

ISSUE:

This ordinance will provide the San Antonio Airport System with a contractor to provide services, parts, and labor for monthly, annual, and 5-year preventive maintenance service of the HVAC equipment at the Central Utility Plant of the San Antonio International Airport and the Federal Aviation Administration Air Traffic Control Building.

This contract is an exception to the Local Preference Program.

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

ALTERNATIVES:

Should this contract not be approved, the Aviation Department will be required to procure services on an as-needed basis which could lead to lapses in critical preventive maintenance and an increased need for repair services which may not be addressed in a timely fashion due to bidding requirements that need to be met in the absence of contract services.

FISCAL IMPACT:

Funds for the proposed contract are available in the Aviation Operations and Maintenance Fund.

RECOMMENDATION:

Staff recommends approval of the contract with The Brandt Companies, LLC to provide the San Antonio International Airport with preventive maintenance and repairs to the Central Utility Plant for an estimated annual amount of \$550,000.00.

This contract is procured by means of a Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.