



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 8

**Agenda Date:** December 5, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for Preventative Maintenance and Repair Services of HVAC Systems - Citywide

**SUMMARY:**

This ordinance authorizes a contract with The Brandt Companies, LLC to provide preventive maintenance, inspection, and repair services for various types of heating, ventilation, and air conditioning (HVAC) systems, equipment, and supporting components at various City owned and leased facilities for the Building and Equipment Services Department, Center City Development & Operations Department, San Antonio Metropolitan Health District, Solid Waste Management Department, San Antonio Police Department and Department of Human Services for an estimated annual cost of \$673,318 and an estimated total cost of \$3,361,590. The initial term of the contract will be upon Council award through August 31, 2027, with two additional, one-year renewals. Funding for this contract is available from each respective department's FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by The Brandt Companies, LLC to provide preventive maintenance, inspection and repair services for various types of heating, ventilation and air conditioning (HVAC) systems, equipment and supporting components at various City owned and leased facilities for various departments. The services required consist of, but are not limited to, scheduled preventive maintenance, inspection, testing, and repair services for City's HVAC systems, equipment, and supporting components. The City divided the department locations and formed three (3) separate groups. Group 1, 2 and 3 award recommendation is for the proposal submitted by The Brandt Companies, LLC.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for an "Annual Contract for Preventative Maintenance and Repair Services of HVAC Systems – Citywide" (RFCSP 24-027; 6100017558) on April 3, 2024, with a submission deadline of June 4, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential Respondents. Six proposals were received, and three proposals were deemed non-responsive for failing to provide required proposal documents. The remaining three (3) proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the City Manager's Office, Building and Equipment Services Department, Center City Development & Operations Department, San Antonio Public Library, Convention & Sports Facilities Department and Parks & Recreation Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 30 points allotted for experience, background and qualifications; 35 points allotted for proposed plan; and 15 points allotted for respondent's price schedule; 10 preference points were allotted for the Small Business Enterprise (SBE) Prime Contract Program; and 10 preference points were allotted for the Minority and/or Women-owned Business Enterprise (M/WBE) Prime Contract Program. Additional categories of consideration included references and financial qualifications.

A Best and Final Offer (BAFO) was issued to request each firm's most competitive pricing based on changes to locations, quantities and removal of a grant funded site. Once BAFOs were received, price scores were finalized. The evaluation committee then met to discuss and score the three proposals on September 9, 2024. After discussion of all three groups, a recommendation for award was agreed upon by the evaluation committee. The top ranked firm for all three groups was The Brandt Companies, LLC and is recommended for award.

The initial term of the agreement will be for the period upon award by City Council through August 31, 2027, with two additional, one-year renewals at the City's option that will also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide preventive maintenance, inspection and repair services for various types of heating, ventilation and air conditioning (HVAC) systems, equipment and supporting

components at various City owned and leased facilities for various departments. The services required consist of, but are not limited to scheduled preventive maintenance, inspection, testing and repair services for City's HVAC systems, equipment and supporting components. The equipment scheduled preventive maintenance, inspection, testing and repair services will consist of, but are not to be limited to thoroughly servicing and cleaning the equipment, checking and maintaining the equipment components (all devices and parts associated with the HVAC systems), performing inspections, adjustments, testing and replacement of parts and/or components as specified for all equipment covered under this contract and supporting components.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with ten (10) evaluation preference points, and the Minority and/or Women-Owned Business Enterprise (M/WBE) Prime Contract Program with ten (10) evaluation preference points. The Brandt Companies, LLC was not eligible to receive any points.

This award 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.

This vendor has acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023, through Ordinance #2023-08-31-0585.

## **ALTERNATIVES:**

Should this contract not be approved, City departments would be required to procure services on an as-needed basis whenever equipment malfunctions occur. This will lead to inconsistent workmanship and contribute to delays in response times for maintenance requests. The integrity and functionality of the HVAC systems and supporting equipment will be adversely impacted. Each department will face the necessity of issuing separate solicitations for each maintenance and/or repair service request, which will ultimately lead to increased resource consumption and extended timelines. This fragmented approach could strain both available resources and operational efficiency.

## **FISCAL IMPACT:**

This ordinance authorizes a contract with The Brandt Companies, LLC to provide preventive maintenance, inspection, and repair services for various types of heating, ventilation, and air conditioning (HVAC) systems, equipment, and supporting components at various City owned and leased facilities for the Building and Equipment Services Department, Center City Development & Operations Department, San Antonio Metropolitan Health District, Solid Waste Management Department, San Antonio Police Department and Department of Human Services for an estimated annual cost of \$673,318 and an estimated total cost of \$3,361,590. The initial term of the contract

will be upon Council award through August 31, 2027, with two additional, one-year renewals. Funding for this contract is available from each respective department's FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

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