



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 8

**Agenda Date:** April 3, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

On-Call Electrical Services for San Antonio Airport System

**SUMMARY:**

This ordinance authorizes contracts with Central Electric Ent. & Co. and Zachman Enterprises, Inc. dba Fred Clark Electrical Contractor to provide on-call electrical repairs and services through an on-call contracting services contract for the San Antonio International Airport and Stinson Municipal Airport for an estimated cost of \$500,000 annually not to exceed \$2,500,000 over the contract term, to begin upon award through February 28, 2027, with three additional, one-year renewals. Funding for this contract is available from the Airport Operating and Maintenance Fund 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 are proposals submitted by Central Electric Ent. & Co. and Zachman Enterprises, Inc. dba Fred Clark Electrical Contractor to provide on-call electrical repairs and services for the San Antonio Airport System.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “On-Call Electrical Services for San Antonio Airport System” (RFCSP 25-019, 6100018600) on November 15, 2024, with a submission deadline of January 10, 2025. 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. Four proposals were received, and all four proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Aviation Department, Building and Equipment Services Department and Bexar County Facilities Management Office. 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: 35 points allotted for experience, background, and qualifications; 25 points allotted for proposed plan; 20 points allotted for respondent’s price schedule; 10 preference points were allotted for the Emerging Small Business Enterprise (ESBE) Prime Contract Program; and 10 preference points were allotted for the Minority/Women Business Enterprise (M/WBE) Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the four proposals on February 21, 2025. The top ranked firms were Central Electric Ent. & Co. and Zachman Enterprises, Inc. dba Fred Clark Electrical Contractor and are recommended for award.

The initial term of these contracts will begin upon award through February 28, 2027, with three additional, one-year renewals at the City’s option which will also be authorized by this ordinance.

#### **ISSUE:**

These contracts will provide on-call electrical repairs and services for the San Antonio Airport System. The contractors will furnish all labor, supervision, tools, equipment, materials, metering instruments, supplies, parts, transportation, mobilization, insurance, bonds, permits, reports, incidentals, and quality control necessary to provide electrical services on an as needed basis. Contractors must be available to provide service 24 hours a day, 7 days a week, 365-days a year, including holidays throughout the duration of the contract. To determine the price of any work performed pursuant to these on-call contracts, the Contractor’s Coefficient will be applied to the applicable line item(s) in the most current RS Means Cost Data price book. Trade services within new building construction, remodeling or alterations of an existing building will not be included under these on-call contracts.

These contracts will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Emerging Small Business Enterprise (ESBE) Prime Contract Program with ten evaluation preference points, and the Minority/ Women-Owned Business Enterprise (MWBE) Prime Contract Program with ten evaluation preference points. Zachman Enterprises, Inc. dba Fred Clark Electrical Contractor is a Minority/Women Business Enterprise (M/WBE) firm that received ten evaluation preference points. Central Electric Ent. & Co. was not eligible to receive any evaluation preference points.

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.

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 these contracts not be approved; the Aviation Department would be required to procure services on an as-needed basis which could lead to inconsistent service and a delay in response time to maintenance and repair requests. Processing individual procurements will affect the cost of services due to non-contract pricing. The Aviation Department does not have the staff to perform these services in-house.

#### **FISCAL IMPACT:**

This ordinance authorizes contracts with Central Electric Ent. & Co. and Zachman Enterprises, Inc. dba Fred Clark Electrical Contractor to provide on-call electrical repairs and services through an on-call contracting services contract for the San Antonio International Airport and Stinson Municipal Airport for an estimated cost of \$500,000 annually not to exceed \$2,500,000 over the contract term, to begin upon award through February 28, 2027, with three additional, one-year renewals. Funding for this contract is available from the Airport Operating and Maintenance Fund FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council. Purchases made by the department are as needed and dependent on available funds within their adopted budget.

#### **RECOMMENDATION:**

Staff recommends approval of this ordinance.

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