



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: {{item.number}}

Agenda Date: November 30, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: District 1, District 5

SUBJECT:

Annual Contract for Cooling Tower Maintenance, Inspections, Cleaning, & Repair Services

SUMMARY:

This ordinance authorizes a contract with The Brandt Companies, LLC to provide maintenance, inspections, cleaning and repair services to cooling towers for the Building and Equipment Services Department for a total estimated annual amount of amount of \$136,587.89 with a total contract value of \$682,939.45. The term of this contract is for three years with two, one year renewal options. Funding for the first year of this contract in the amount of \$136,587.89 is available from Facility Fund FY 2024 Adopted Budget. Funding for future year is contingent on City Council approval of annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the proposal submitted by The Brandt Companies, LLC to provide scheduled preventative maintenance, inspections, cleaning, and repairs to cooling towers for the Building and Equipment Services Department.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for an “Annual Contract for

Cooling Tower Maintenance, Inspections, Cleaning, & Repair Services” on July 7, 2023, with a submission deadline of August 14, 2023. The RFCSP was advertised in the Hart Beat, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System (SAePS) and an email notification was released to a list of potential Respondents. Two (2) proposals were received, and both were deemed eligible for review.

The evaluation committee met on September 19, 2023, to evaluate the proposals received. The evaluation committee consisted of representatives from the Building and Equipment Services Department and the Convention & Sports Facilities Department. The Finance Department, Procurement Division, assisted by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firms’ experience, background, qualifications, proposed plan, and price. Additional categories of consideration included references and financial information.

The evaluation of each proposal response was based on a total of 100 points; 45 points were allotted for experience, background, qualifications; 35 points were allotted for proposed plan; and 20 points were allotted for pricing. The evaluation committee evaluated the proposals received. Individual scores were submitted, and aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the pricing scores were revealed. The Brandt Companies, LLC was recommended for award by the evaluation committee.

The initial term of the agreement will begin on January 1, 2024 through December 30, 2026. Two (2) additional one-year renewals, at the City’s option, will also be authorized by this ordinance. The total estimated annual amount is \$136,587.89 with a total contract value of \$682,939.45.

ISSUE:

This contract will provide scheduled cleaning, maintenance, inspections, and repair services to HVAC cooling tower systems located at five City facilities for the Building and Equipment Services Department. The facilities are as follows: City Tower, Municipal Plaza Building, Municipal Courts - Frank D. Wing Building, Public Safety Headquarters, and the International Center Building. This contract will provide the Building & Equipment Services Department with a contractor to perform the scheduled preventive maintenance, cleaning, inspections, and repair services required to maintain peak operational efficiencies while extending the lifecycle of the HVAC cooling towers at five City facilities.

This contract is within the scope of the Small Business Economic Development Advocacy (SBEDA) Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business 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 Building and Equipment Services Department would be required to process individual procurements to perform the required cleaning, maintenance, inspections, and repair services on the HVAC cooling towers at the designated facilities. The absence of performing regular scheduled cleaning and maintenance services could cause equipment failure and disruption in providing cooling services, ultimately leading to costly repairs and possible equipment replacement.

FISCAL IMPACT:

This ordinance authorizes a contract with The Brandt Companies, LLC, to perform the scheduled cleaning, maintenance, inspections, and repair services on HVAC cooling tower systems at five designated facilities for the Building and Equipment Services Department for an estimated annual amount of \$136,587.89 with a total contract value of \$682,939.45. The term of this contract is for three years with two, one year renewal options. Funding for the first year of this contract in the amount of \$136,587.89 is available from Facility Fund FY 2024 Adopted Budget. Funding for future year is contingent on City Council approval of annual budget.

RECOMMENDATION:

Staff recommends approval of this contract with The Brandt Companies, LLC, to provide the Building and Equipment Services Department with required cleaning, maintenance, inspections, and repair services on HVAC cooling tower systems for an estimated annual average amount of \$136,587.89 with a total contract value of \$682,939.45.

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