



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 9

Agenda Date: January 25, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Automated Doors & Automatic Gates Preventative Maintenance and Repairs

SUMMARY:

This ordinance authorizes a contract with D.H. Pace Company, Inc. to perform scheduled preventative maintenance and repair services on automated doors, door operators, automatic gates, gate operators, and supporting equipment for a total estimated annual cost of \$280,680 with a total contract value of \$1,403,420. Funding for this contract is available through the respective departments' FY 2024 Operating Budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by D.H. Pace Company, Inc. to perform scheduled preventative maintenance and repair services on automated doors, door operators, automatic gates, gate operators, and supporting equipment at various locations throughout the City.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for Annual Contract for Automated Doors & Automatic Gates Preventative Maintenance and Repairs (RFCSP 23-058,

6100017209) on July 10, 2023. The solicitation opened September 22, 2023. The RFCSP was advertised in the Hart Beat, TVSA channel, 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. Three (3) proposals were received. Two (2) were deemed nonresponsive; one proposal was substantially incomplete, and the other proposal included exceptions to the City's contract terms and conditions. The remaining proposal, received from D.H. Pace Company, Inc. was deemed eligible for review by the evaluation committee.

The evaluation committee met on November 16, 2023 to evaluate the one responsive proposal eligible for review. The evaluation committee consisted of representatives from the Building & Equipment Services Department, the San Antonio Public Library, and the Department of Human Services. The Finance Department, Procurement Division, assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm's experience, background, qualifications, proposed plan, price, and the Small Business Economic Advocacy Development (SBEDA) Program. Additional categories of consideration included references and financial qualifications. After committee review and discussion, D.H. Pace Company, Inc. was recommended for award by the evaluation committee based on consensus scoring.

The initial term of the agreement will begin upon award through September 30, 2026. Two additional one-year renewals at the City's option will also be authorized by this ordinance.

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

ISSUE:

This contract will provide the various departments throughout the City with a contractor that will furnish the necessary labor and materials required to perform scheduled preventive maintenance, inspections, and repairs to equipment. Services will consist of cleaning and lubricating the equipment, thoroughly reviewing and maintaining the equipment components, performing inspections, adjustments, testing and replacement of parts and/or components for all automated doors, automatic gates, door operators, gate operators, 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. D.H. Pace Company, Inc. was not eligible to receive any points. After committee review and discussion, D.H. Pace Company, Inc. was recommended for award by the evaluation committee based on consensus scoring.

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, various City departments would be required to process individual procurements on an as-needed basis to perform the required preventive maintenance, inspections, and other repair services on the automated doors and automatic gates at the designated facilities citywide. The absence of performing regular scheduled preventive maintenance services could contribute to equipment failures and disruption to the functionality of the automated doors and automatic gates, ultimately leading to costly repairs and possible equipment replacement.

FISCAL IMPACT:

This ordinance authorizes a contract with D.H. Pace Company, Inc. to perform scheduled preventative maintenance and repair services on automated doors, door operators, automatic gates, gate operators, and supporting equipment for a total estimated annual cost of \$280,680 with a total contract value of \$1,403,420. Funding for this contract is available through the respective departments' FY 2024 Operating Budget.

RECOMMENDATION:

Staff recommends approval of this contract with D.H. Pace Company, Inc., to perform preventative maintenance, inspections and repairs of automated doors and automatic gates and supporting components for a total estimated annual cost of \$280,680.00 with a total contract value of \$1,403,420.00.

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