



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: May 29, 2025

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for HVAC Systems Preventative Maintenance and Repairs for San Antonio Fire Department

SUMMARY:

This ordinance authorizes a contract with Premier Comfort Service Company, Inc., to provide preventative maintenance and repair services for HVAC systems for the San Antonio Fire Department for an estimated cost of \$700,000 annually at an estimated total cost of \$3,500,000 over the contract term, including initial term to begin upon award through February 29, 2028, with two , one-year renewal options. Funding for this contract is available from the FY 2025 General Fund 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 Premier Comfort Service Company, Inc., to provide preventative maintenance and repair services for HVAC systems for the San Antonio Fire Department (SAFD). These services are required to establish a HVAC preventative maintenance and repair program to ensure all HVAC systems located at the various Fire Department locations are in proper running condition, and when necessary, are

temporarily fixed while a permanent repair is put into place. The SAFD has approximately 57 sites in the San Antonio area with various HVAC unit sizes, all with varying ages. The department requires an inventory of equipment and what repairs might be needed to prevent failures or remedy issues as necessary. The scheduled preventive maintenance and corrective repair services are required to maintain peak operational efficiencies while extending the life cycle of the equipment. Scheduled preventive maintenance services will be provided on a monthly and quarterly basis. The contractor will maintain the equipment to industry standards and condition by having an effective and efficient scheduled preventive maintenance program, therefore, preserving and maintaining the condition, appearance, and performance of the equipment in keeping with its design and operational standards.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Annual Contract for Preventative Maintenance and Repairs of HVAC Systems for the San Antonio Fire Department” (RFCSP 24-154, 6100018354) on December 11, 2024, with a submission deadline of February 4, 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. Eight proposals were received; four proposals were deemed non-responsive by the Economic Development Department due to respondents' failure to meet the Small Business Economic Development Advocacy (SBEDA) Program requirement, and two proposals were deemed non-responsive due to being incomplete. The two remaining proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the City Manager’s Office, the Fire Department, and the Center City Development and Operations 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; 30 points allotted for proposed plan; 20 points allotted for price; 10 preference points were allotted for the Small Business Enterprise (SBE) 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 two proposals on March 26, 2025. The top-ranked firm was Premier Comfort Service Company, Inc., and is recommended for award.

The initial term of the agreement will be upon award by City Council through February 29, 2028, with two additional, one-year renewals at the City’s option, which will also be authorized by this ordinance.

ISSUE:

This contract will provide routine preventative maintenance and repair services for HVAC systems for the San Antonio Fire Department. Services will include a 90-day system evaluation, annual inventory and life cycle management program, preventative maintenance and repairs, corrective labor and repairs, service calls and emergency cooling services.

This contract will be awarded in compliance with the Small Business Economic Development

Advocacy (SBEDA) Program. Premier Comfort Service Company, Inc. is a small, minority, woman-owned firm that received all twenty (20) evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area and will be self-performing the 20% Small Business Enterprise (SBE) subcontracting goal.

The Local Preference Program does not apply to this contract.

The Veteran-Owned Small Business Preference Program does not apply to non-professional services 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, the HVAC systems at the various fire stations across the City would not be properly maintained and repaired. This could lead to increased costs for major repairs or HVAC replacements and impact personnel located in those facilities.

FISCAL IMPACT:

This ordinance approves a contract with Premier Comfort Service Company, Inc., to provide preventative maintenance and repair services for HVAC systems for the San Antonio Fire Department for an estimated cost of \$700,000 annually and an estimated total cost of \$3,500,000 over the contract term. The initial term of the agreement will be upon award through February 29, 2028, with two additional, one-year renewals. Funding is available from the FY 2025 General Fund 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.