



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: June 20, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

On-Call HVAC Services-Citywide

SUMMARY:

This ordinance authorizes contracts with Accu-Aire Mechanical, LLC; The Brandt Companies, LL.; Mechanical Technical Services, Inc.; and Premier Comfort Service Company, Inc. to provide as needed, on-call commercial heating ventilation and air conditioning (HVAC) maintenance and repair services citywide for an estimated cost of \$960,000 annually and an estimated total cost of \$4,800,000 over the contract term. Funded from the Facility Services Fund, Convention and Visitor Facilities Fund, and General Fund.

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 departments are as needed and dependent on available funds within their adopted budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action are proposals submitted by Accu-Aire Mechanical, LLC; The Brandt Companies, LLC; Mechanical Technical Services, Inc.; and

Premier Comfort Service Company, Inc. to provide as needed, on-call HVAC maintenance and repair services citywide. Trade services within new building construction, remodeling or alterations of an existing building are not included.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for On-Call Commercial HVAC Services - Citywide (RFCSP 24-028, 6100017563) on January 12, 2024, with a submission deadline of February 28, 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. Five (5) responses were received; however, one (1) respondent was deemed non-responsive for submitting a substantially incomplete proposal. The remaining four (4) proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Building & Equipment Services Department, the Convention and Sports Facilities Department, the San Antonio Public Library, and the Parks & Recreation Department. The Finance Department, Procurement Division facilitated the procurement process 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; 15 points allotted for respondent's price schedule; 10 points were allotted for the Small Business Enterprise Prime Contract Program and 10 points were allotted for the Minority Women Owned Business Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the four (4) proposals on April 12, 2024. Accu-Aire Mechanical, LLC; The Brandt Companies, LLC; Mechanical Technical Services, Inc.; and Premier Comfort Service Company, Inc. were recommended for award by the evaluation committee.

This contract will begin upon the effective date of the ordinance awarding the contract and will terminate on the second anniversary of the effective date. Three (3) additional one-year renewals at the City's option will also be authorized by this ordinance.

ISSUE:

This ordinance will provide the City with four (4) contractors to provide on-call HVAC services through an on-call contracting services (OCCS) contract. Service will be for Citywide HVAC maintenance and repairs, and 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 the OCCS, 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.

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, the Minority/ Women-Owned Business Enterprise (MWBE) Prime Contract Program with ten (10) evaluation preference points. Premier Comfort Service Company, Inc. and Accu-Aire Mechanical, LLC were eligible to receive all specified points, Mechanical Technical Services, Inc and The Brandt Companies, LLC were not eligible to receive all specified points.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

The vendors have 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, various City departments would be required to procure services on an as needed basis which could lead to inconsistent service and a delay in response time for maintenance and repair requests. The departments do not have the staff to perform these services in house. Moreover, processing individual procurements will affect the cost of services due to non-contract pricing.

FISCAL IMPACT:

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 departments 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 Proposal and the Contracts Disclosure Forms are required.