



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 10

**Agenda Date:** September 21, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for Preventative Maintenance and Repair of HVAC System for San Antonio Public Library

**SUMMARY:**

This ordinance authorizes a contract with Premier Comfort Service Company, Inc., to provide preventative maintenance and repairs for various types of heating, ventilation, and air conditioning (HVAC) system at the San Antonio Public Library for an estimated cost of \$419,558.00 annually and an estimated total cost of \$2,097,790.00 over the contract term. The initial term of the contract will be for the period upon award by City Council through July 31, 2026 with two additional one-year renewals at the City's option. Funding in the amount of \$419,558.00 is available from General Fund contingent upon City Council approval of the FY2024 Proposed 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 repairs for various types of HVAC system at the San Antonio Public Library. These services are required to preserve the safety, reliability, and functionality of the equipment located within the various library facilities.

The Finance Department, Procurement Division issued a Request for Competitive Sealed Proposal (RFCSP) for “Annual Contract for Preventative Maintenance and Repairs of HVAC system” (RFCSP 23-054, 6100015963) on February 22, 2023, with a submission deadline of May 5, 2023. 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 (8) firms submitted responses. One firm submitted two price proposals, thus bringing total responses received to nine (9) proposals. Two proposals were deemed non-responsive due to respondents' failure to meet the Small Business Economic Development Advocacy (SBEDA) Program subcontracting requirement. Additionally, one proposal was deemed non-responsive for being substantially incomplete. The remaining five (5) proposals were deemed eligible for review. Premier Comfort Service Company, Inc. is recommended for contract award based on the City’s standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the City Manager’s Office, San Antonio Public Library and the Building and Equipment Services Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; 15 points allotted for respondent’s price schedule; 10 points allotted for the Small Business Enterprise Prime Contract Program; and 10 points for the Minority Women Business Enterprise Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee conducted initial scoring on July 27, 2023 and shortlisted the top ranked 3 proposals. Interviews were held with the eligible respondents on August 15, 2023. After interviews, the evaluation committee submitted their scores. The top ranked firm was Premier Comfort Service Company, Inc. and is recommended for award.

The initial term of the agreement will be for the period upon award by City Council through July 31, 2026. Two additional one-year renewals at the City’s option will also be authorized by this ordinance.

## **ISSUE:**

This contract will provide the San Antonio Public Library Department with a contractor to perform preventive maintenance and repair services of heating, ventilation, and air conditioning (HVAC) systems at all San Antonio Public Library. The preventative maintenance and repair services are required to maintain peak operational efficiencies while extending the life cycle of the equipment.

Premier Comfort Service Company, Inc., has acknowledged to comply with the Heat Illness Prevention Ordinance, approved by City Council on August 31, 2023.

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,

women-owned, hispanic and emerging firm that will be self-performing the 17% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

This award 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.

#### **ALTERNATIVES:**

Should this contract not be approved, the San Antonio Public Library Department will be required to procure HVAC maintenance and repair services on as needed basis; thereby increasing cost and expenditures and also negatively impact timely repairs or maintenance to HVAC systems.

#### **FISCAL IMPACT:**

This ordinance will approve a contract with Premier Comfort Service Company, Inc., to provide HVAC preventative maintenance and repair services for the San Antonio Public Library for an estimated cost of \$419,558.00 annually and an estimated total cost of \$2,097,790.00 over the contract term. Funding in the amount of \$419,558.00 is available from General Fund contingent upon City Council approval of the FY2024 Proposed Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

#### **RECOMMENDATION:**

Staff recommends approval of an ordinance accepting a contract with Premier Comfort Service Company, Inc., to provide Preventative Maintenance and Repairs of HVAC system at the San Antonio Public Library for an estimated cost of \$419,558.00 annually.

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