



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 21

**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 On-Call Plumbing Services - Citywide

**SUMMARY:**

This ordinance authorizes acceptance of four proposals from A-Ram Plumbing, Inc.; Doug Merritt dba Craftsman Plumbing; Mueller & Wilson, Inc., and The Brandt Companies, LLC., to provide on-call plumbing services through an on-call contracting services (OCCS) contract for an estimated amount of \$900,000.00 annually not to exceed \$4,500,000 for the entire contract term. Funding for these contracts is available through the Operating Budget. Funds are not encumbered by this ordinance. All expenditures will be in accordance with the departments' adopted budget approved by City Council.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action are proposals submitted by A-Ram Plumbing, Inc.; Doug Merritt dba Craftsman Plumbing; Mueller & Wilson, Inc.; and The Brandt Companies, LLC., to provide on-call plumbing services through an on-call contracting services (OCCS) contract for the City of San Antonio. Services will be for plumbing maintenance and repairs 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 Proposal (RFCSP) for Annual Contract for On-Call Plumbing Services - Citywide on February 24, 2023, with a submission deadline of April 19, 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. Six (6) proposal responses were received and four (4) were deemed eligible for evaluation committee review. One respondent withdrew their proposal submission due to lack of manpower to perform the services, and another respondent was deemed non-responsive for providing a substantially incomplete proposal response.

The evaluation committee consisted of representatives from the City Manager's Office, the Parks and Recreation Department, the Center City Development & Operations Department, and the Department of Human Services. The Finance Department, Procurement Division, facilitated the procurement by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, service quality, previous performance, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications.

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; and 20 preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program.

The evaluation committee met on August 11, 2023, to evaluate the responsive proposals received. Individual scores were submitted, and aggregate scores were presented. After a recommendation for award was agreed upon by the selection committee, the pricing scores and the SBEDA scores were revealed. A-Ram Plumbing, Inc.; Doug Merritt dba Craftsman Plumbing; Mueller & Wilson, Inc.; and The Brandt Companies, LLC., were recommended for award by the evaluation committee.

The initial term of the agreement will begin upon City Council award and end June 30, 2025. Three additional one-year renewals, at the City's option, will also be authorized by this ordinance. Total estimated annual amount is \$900,000.00 not to exceed \$4,500,000 for the entire contract term; funds are not encumbered by this ordinance.

## **ISSUE:**

This ordinance will provide the City with four contractors to provide on-call plumbing services through an on-call contracting services (OCCS) contract. Service will be for Citywide plumbing 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 shall be applied to the applicable line item(s) in the most current RS Means Cost Data price book.

City Council approval is required for projects utilizing job orders over \$250,000.00. Trade services within new building construction, remodeling or alterations of an existing building will not be included.

The four recommended contractors have 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. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with ten (10) evaluation preference points, and the Minority/Women-Owned Business Enterprise (MWBE) Prime Contract Program with ten (10) evaluation preference points. The Brandt Companies, LLC. was not eligible to receive any points, however, A-Ram Plumbing, Inc.; Doug Merritt dba Craftsman Plumbing; and Mueller & Wilson, Inc., did receive points accordingly.

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.

#### **ALTERNATIVES:**

Should these contracts 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 to maintenance and repair requests. The departments do not have the staff to perform these services in-house. Moreover, processing individual procurements will affect the timeliness of service and 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 departments' adopted budget approved by City Council. The estimated cost for this contract is approximately \$900,000.00 annually, not to exceed \$4,500,000 for the entire contract term. Purchases made by the departments are as needed and dependent upon available funds within their adopted budget.

#### **RECOMMENDATION:**

Staff recommends approval of an ordinance for acceptance of a contract with A-Ram Plumbing, Inc.; Doug Merritt dba Craftsman Plumbing; Mueller & Wilson, Inc.; and The Brandt Companies, LLC., to provide on-call plumbing services through an on-call contracting services contract for a

total estimated annual amount of \$900,000.00, not to exceed \$4,500,000 for the entire contract term.

This contract was procured by means of Request for Competitive Sealed Proposal and the Contracts Disclosure Forms are attached.