



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 7

**Agenda Date:** December 2, 2021

**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 Manual and Automatic Overhead Garage Doors for Building and Equipment Services Department

**SUMMARY:**

This ordinance authorizes a contract with D.H. Pace Company, Inc. to perform scheduled preventive maintenance and repair services on manual and automatic overhead garage doors at various City facilities for the Building and Equipment Services Department. The estimated annual contract value is \$40,200.00 with an estimated total contract value of \$201,000.00 over the full five-year term. Funding in the amount of \$40,200.00 is available from the FY 2022 Facility Services Fund Budget. Funding for future years is subject to City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by D.H. Pace Company, Inc. to perform scheduled Preventive Maintenance (PM) and repair services on manual and automatic overhead garage doors at various City facilities. PM services are required to ensure the overhead door systems are functioning at optimum efficiency to achieve reliable and safe operation for constant access at each of the locations. Repair service requirements

include providing the repair labor and replacement parts, components, or associated equipment on an as-needed basis. The Contractor shall furnish all materials, equipment, labor, supervision, and tools required to perform preventive maintenance and repair services at approximately 17 locations consisting of approximately 140 manual and automatic overhead garage doors.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for “Overhead Garage Doors for Building and Equipment Services Department” (RFCSP 21-066, 6100014048) on July 16, 2021, with a submission deadline of September 3, 2021. One proposal was received and was deemed eligible for review.

The evaluation committee met on October 13, 2021, to evaluate the one responsive proposal received. The evaluation committee consisted of representatives from the Building and Equipment Services Department, the Solid Waste Management Department, and the San Antonio Police Department. The Finance Department, Purchasing Division, assisted by ensuring compliance with City procurement policies and procedures. The evaluation committee reviewed the response and recommended D.H. Pace Company, Inc. for award based on consensus vote.

The initial term of the agreement shall be for the period upon award by City Council through December 31, 2024. Two additional one-year renewals at the City’s option shall also be authorized by this ordinance.

**ISSUE:**

This contract will provide the Building and Equipment Services Department with a contract for scheduled preventive maintenance and repair services on manual and automatic overhead garage doors at various City facilities. D.H. Pace Company, Inc. shall include all materials, equipment, labor, supervision, consumable supplies necessary to perform the maintenance in accordance with the manufacturer’s recommendations and professional trade standards.

This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

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, the Building and Equipment Services Department would be required to process individual procurements for preventative maintenance and repair services on manual and automatic overhead garage door repair services on an as-needed basis which may result in higher prices and delays in providing timely services thus effecting the operational

efficiency of the equipment.

**FISCAL IMPACT:**

This ordinance authorizes a contract with D.H. Pace Company, Inc. to perform scheduled preventive maintenance and repair services on manual and automatic overhead garage doors at various City facilities for the Building and Equipment Services Department. The estimated annual contract value is \$40,200.00 with an estimated total contract value of \$201,000.00 over the full five-year term. Funding in the amount of \$40,200.00 is available from the FY 2022 Facility Services Fund Budget. Funding for future years is subject to City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval of this contract with D.H. Pace Company, Inc. to perform scheduled preventive maintenance and repair services on manual and automatic overhead garage doors at various City facilities for the Building and Equipment Services Department for an estimated annual amount of \$40,200.00.

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