



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** 4

**Agenda Date:** April 27, 2022

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Convention and Sports Facilities

**DEPARTMENT HEAD:** Patricia Muzquiz Cantor

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Pre-Solicitation High Profile Item for Annual Contract for On-Call Commercial Heating Ventilation and Air Conditioning (HVAC) Services for Citywide.

**SUMMARY:**

The City of San Antonio's Convention & Sports Facilities Department is seeking additional citywide annual contracts for commercial heating ventilation and air conditioning (HVAC) maintenance and repairs to supplement previously awarded on-call contracting services (OCCS) contracts. Trade services within new building construction, remodeling or alterations of an existing building will not be included.

**BACKGROUND INFORMATION:**

Department: Convention & Sports Facilities  
Solicitation Type: Request for Competitive Sealed Proposals

Contract Value: \$3,200,000.00 (Residual)

Term of Contract: Remaining 1 year with 3, 1-year renewal options

Release Date: May 2, 2022

Closing Date: June 22, 2022

Proposed Council Date: September 2022

Evaluation Criteria:

- Experience, Background and Qualifications: 30 points
- Proposed Plan: 35 points
- Price: 15 points
- ESBE Prime Contract Program: 10 points
- M/WBE Prime Contract Program: 10 points

SBEDA Subcontracting Requirements: 11% MWBE

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

- Alejandra Lopez, Assistant City Manager, City Manager's Office
- Patricia Muzquiz Cantor, Executive Director, Convention & Sports Facilities Department
- Eric Duncan, Building Maintenance Manager, Convention & Sports Facilities Department
- Kyle Mikolajczyk, Building Maintenance Manager, Convention & Sports Facilities Department
- Mark Jenkins, Facilities Manager, San Antonio Public Library Department
- Ron Griego, Facilities Administrator, Building & Equipment Services Department
- Jesse Gallegos, Assistant Manager, Parks and Recreation Department

## **ISSUE:**

For briefing purposes only

## **FISCAL IMPACT:**

For briefing purposes only

## **ALTERNATIVES:**

For briefing purposes only

## **RECOMMENDATION:**

For briefing purposes only