



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 5

Agenda Date: December 15, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Supplemental On-Call HVAC Services – Citywide

SUMMARY:

This ordinance authorizes acceptance of four contracts with Mechanical Technical Services, Inc. DBA Mtech-Icon, The Brandt Companies, LLC, The Porter Service Company, and Fox Industries, LLC DBA Fox Commercial Service to provide additional qualified contractors to support “on-call” commercial heating ventilation and air conditioning (HVAC) maintenance and repairs for an estimated amount of \$800,000.00 annually not to exceed \$3,200,000.00 for the entire contract term. Funds are not encumbered by this ordinance and all expenditures will be in accordance with the department’s adopted budget approved by City Council.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action are proposals submitted by Mechanical Technical Services, Inc. DBA Mtech-Icon, The Brandt Companies, LLC, The Porter Service Company, and Fox Industries, LLC DBA Fox Commercial Service to provide supplemental “on-call” commercial HVAC maintenance and repairs through an on-call contracting services (OCCS) contract. The City currently has two contractors providing these services; however, due to capacity constraints to provide these services citywide by the two current

contractors, additional contractors are needed to address HVAC maintenance and repairs throughout the City. These additional contracts will expand the current offering of OCCS contracts currently in use by City departments. Trade services within new building construction, remodeling, or alterations of an existing building are not included.

The Audit & Accountability Committee received a pre-solicitation briefing on April 27, 2022. The committee recommended the release of the solicitation.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for “Annual Contract for Supplemental On-Call HVAC Services – Citywide” (RFCSP 6100015642) on June 17, 2022, with a submission deadline of August 19, 2022. 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. Five proposal responses were received; however, one firm was deemed nonresponsive for failure to meet the 11% M/WBE subcontracting program requirement as specified in the RFCSP. Four responses were deemed eligible for evaluation committee review.

The evaluation committee consisted of representatives from the Convention & Sports Facilities Department, the Building & Equipment Service Department, the City Manager’s Office, the Information Technology Services Department and the Parks and Recreation Department. The Finance Department, Purchasing Division, facilitated the procurement process 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 October 14, 2022, 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. Mechanical Technical Services, Inc. DBA Mtech-Icon, The Brandt Companies, LLC, The Porter Service Company, and Fox Industries, LLC DBA Fox Commercial Service were recommended for award by the evaluation committee.

The initial term of the agreement will be upon City Council award through September 30, 2023. Three additional one-year renewals, at the City’s option, shall also be authorized by this ordinance. Total estimated annual amount is \$800,000.00 not to exceed \$3,200,000.00 for the entire contract term; funds are not encumbered by this ordinance.

This item, along with other high-profile procurement items, was originally scheduled for consideration by the Audit and Accountability Committee on October 26, 2022, but a quorum was not available and also, this meeting was not rescheduled due a change in the Committee’s

membership. In an effort to keep the high-profile procurement items on schedule and keep City Council informed while transitioning to a new Committee, an update of this item was sent via memo to the full City Council and the Mayor on November 21, 2022.

ISSUE:

This ordinance will approve four additional contractors to provide “on-call” commercial HVAC maintenance and repairs through an on call contracting services (OCCS) contract, in addition to the two contractors currently performing these services. 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 shall be applied to the applicable line item(s) in the most current RS Means HVAC 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.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Mechanical Technical Services, Inc. DBA Mtech-Icon, The Brandt Companies, LLC, The Porter Service Company, and Fox Industries, LLC DBA Fox Commercial Service have all committed to satisfying the eleven percent (11%) Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

The Goal Setting Committee also applied the Small Business Economic Development Advocacy (SBEDA) Program with ten M/WBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as M/WBE located within the San Antonio Metropolitan Statistical Area and ten ESBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as ESBE located within the San Antonio Metropolitan Statistical Area. However, Mechanical Technical Services, Inc. DBA Mtech-Icon, The Brandt Companies, LLC, The Porter Service Company, and Fox Industries, LLC were not eligible to receive any preference 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.

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 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. The estimated cost for this contract is approximately \$800,000.00 annually, not to exceed \$3,200,000.00 for the entire contract term. Purchases made by the department 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 Mechanical Technical Services, Inc. DBA Mtech-Icon, The Brandt Companies, LLC, The Porter Service Company, and Fox Industries, LLC DBA Fox Commercial Service to provide "on-call" commercial HVAC maintenance and repairs through an on-call contracting services contract for a total estimated annual amount of \$800,000.00, not to exceed \$3,200,000 for the entire contract term.

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