



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: June 15, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Supplemental On-Call HVAC Filters and Services (ARPA SLFRF Funded)

SUMMARY:

This ordinance authorizes acceptance of a contract with Tejas Maintenance Services Corporation dba Dustless Air Filter Company to provide an additional qualified contractor to support on-call HVAC filter replacements and filter services for the Building and Equipment Services Department, the San Antonio Fire Department, and the Convention and Sports Facilities Department, beginning upon City Council award through March 23, 2025, with three, one-year renewal options, for an estimated amount of \$480,000.00 annually not to exceed \$2,400,000.00 for the entire contract term including any renewals.

Funding for this contract in the amount of \$1,400,000.00 is available through federal assistance provided to the City of San Antonio by the US Department of Treasury under the American Rescue Plan Act (ARPA) Fund, State and Local Fiscal Recovery Fund (SLFRF), with the remainder to be funded by the Facility Services Fund, General Fund, and Convention and Sports Facility Fund.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the proposal submitted by Tejas Maintenance Services Corporation dba Dustless Air Filter Company to provide supplemental on-call HVAC filter replacements and filter services through an on-call contracting services (OCCS) contract. This contract expands the current offering of OCCS contracts currently in use by the Building and Equipment Services, the San Antonio Fire Department and filter purchases for Convention & Sports Facilities Department, for HVAC filter replacements and services. On March 23, 2023, City Council approved one other contractor to provide these services not to exceed \$2,400,000; however, due to capacity constraints to provide these services citywide by the current contractor, an additional contractor is needed to provide these services throughout the City. Both contracts will share this contract capacity and both contracts will not exceed a total amount of \$2,400,000.00.

The City issued a Request for Competitive Sealed Proposal for “Supplemental On-Call HVAC Filters and Services (ARPA Funded)” (RFCSP 23-068; RFx 6100016634) on March 3, 2023, with a submission deadline of April 17, 2023. The RFCSP was advertised in the Hart Beat, the City’s Bidding and Contracting Opportunities website, the San Antonio e-Procurement System (SAePS), and an email notification was released to a list of potential Respondents. Two (2) proposal responses were received, and both were deemed eligible for evaluation committee review.

The evaluation committee consisted of representatives from the Building and Equipment Services Department, the San Antonio Fire Department, and the Convention & Sports Facilities Department. The Finance Department, Purchasing Division, facilitated the procurement by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm’s experience, background, qualifications, proposed plan, price, and the Small Business Economic Development Advocacy (SBEDA) Program. Additional categories of consideration included references.

The evaluation of each proposal response was based on a total of 100 points; 35 points were allotted for experience, background, qualifications; 30 points were allotted for proposed plan; 15 points were allotted for pricing; and 20 points were allotted for the SBEDA Program. The evaluation committee met on May 2, 2023, to evaluate the proposals received. Individual scores were submitted, and aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the pricing scores and the SBEDA scores were revealed. Tejas Maintenance Services Corporation dba Dustless Air Filter Company was recommended for award by the evaluation committee.

The initial term of the agreement shall be upon City Council award through March 23, 2025, with three additional one year renewals, at the City’s option, shall be authorized by this ordinance. The total estimated annual amount is \$480,000.00 not to exceed \$2,400,000.00 for the entire contract term; funds are not encumbered by this ordinance. SLFRF must be fully spent and disbursed no later than December 31, 2026.

ISSUE:

This contract will provide the City with an additional contractor to provide “on-call” HVAC filters and filter services through an on call contracting services (OCCS) contract. Service shall be for Citywide HVAC filter replacements and services. This contract will be using federal assistance provided to the City of San Antonio by the US Department of Treasury under ARPA’s SLFRF. The SLFRF program must be fully obligated no later than December 31, 2024 with all related spending completed by December 31, 2026.

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 Preference Program (VOSBPP) does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, City departments would be required to process individual procurements on an as-needed basis to provide filter replacements and services, which could lead to inconsistent service to the reliability and functionality of the HVAC systems. Moreover, processing individual procurements will affect the cost of services due to non-contract pricing.

FISCAL IMPACT:

This ordinance authorizes acceptance of a contract with Tejas Maintenance Services Corporation dba Dustless Air Filter Company to provide an additional qualified contractor on-call HVAC filter replacements and filter services for the Building and Equipment Services Department, the San Antonio Fire Department, and the Convention and Sports Facilities Department for an estimated amount of \$480,000.00 annually not to exceed \$2,400,000.00 upon City Council award through March 23, 2025, with three additional one-year renewals.

Funding for this contract in the amount of \$1,400,000.00 is available through federal assistance provided to the City of San Antonio by the US Department of Treasury under the American Rescue Plan Act (ARPA) Fund, State and Local Fiscal Recovery Fund (SLFRF), with the remainder to be funded by the Facility Services Fund, General Fund, and Convention and Sports Facility Fund.

All expenditures from ARPA funding will be in accordance with the US Department of Treasury under the American Rescue Plan Act (ARPA), 31 CFR 35.

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted budget approved by City Council. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

On March 23, 2023, City Council approved one other contractor to provide these services not to

exceed \$2,400,000; however, due to capacity constraints to provide these services citywide by the current contractor, an additional contractor is needed to provide these services throughout the City. Both contracts will share this contract capacity and both contracts will not exceed a total amount of \$2,400,000.00.

RECOMMENDATION:

Staff recommends approval of an ordinance of acceptance of a contract with Tejas Maintenance Services Corporation dba Dustless Air Filter Company to provide on-call HVAC filters and filter services through an on-call contracting services contract for a total estimated annual amount of \$480,000.00, not to exceed \$2,400,000.00 for the entire contract term.

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