

**CITY OF SAN ANTONIO  
CONVENTION & SPORTS FACILITIES DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Erik Walsh, City Manager

**FROM:** Patricia Muzquiz Cantor, Executive Director, Convention & Sports Facilities Department

**COPIES:** Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Alejandra Lopez, Assistant City Manager; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Consideration of Completed High Profile Solicitation

**DATE:** August 20, 2021

The following high-profile project has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to the full City Council for consideration.

**On-Call Commercial Heating Ventilation and Air Conditioning (HVAC) Services (Citywide)** - The City of San Antonio solicited proposals from qualified contractors interested in providing commercial heating ventilation and air conditioning (HVAC) maintenance and repairs through an on-call contracting services (OCCS) contract, also referred to as a job order contract (JOC). Services shall be for HVAC maintenance and repairs for City facilities throughout the City of San Antonio. Trade services within new building construction, remodeling or alterations of an existing building will not be included.

Solicitation Type:	Request for Competitive Sealed Proposal
Contract Value:	\$3.5 Million (estimated at \$350,000 per contract year per contractor)
Term of Contract:	2 years with 3, 1-year renewal options
Number of Respondents:	4 (2 responses were deemed non-responsive - 1 response did not meet the SBEDA program requirements and 1 response did not submit a complete proposal for consideration.)
Contracts to be Awarded:	2
Council Consideration:	September 2, 2021
Evaluation Criteria:	Experience, Background and Qualifications: 30 points Proposed Plan: 35 points Price: 15 points SBE Prime Contract Program: 10 points M/WBE Prime Contract Program: 10 points
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 Stephen Zito, Alamodome General Manager, Convention & Sports Facilities Department Kyle Mikolajczyk, Building Maintenance Manager, Convention & Sports Facilities Department Mark Jenkins, Facilities Manager, San Antonio Public Library Ron Griego, Facilities Administrator, Building & Equipment Services Department Chalene Martinez, Special Projects Manager, Aviation Department

**Final Score Matrix\***

<b>RFCSP Annual Job Order Contract for On-Call HVAC Services - Citywide (21-035; 6100013620)</b>  <b>Score Summary</b> <b>*FINAL EVALUATION</b> <b>July 27, 2021</b>			
	<b>Maximum Points</b>	<b>Vendor A</b>	<b>Vendor B</b>
<b>A - Experience, Background, Qualifications</b>	<b>30</b>	<b>19.71</b>	<b>15.86</b>
<b>B - Proposed Plan</b>	<b>35</b>	<b>21.43</b>	<b>18.57</b>
<b>A - B Sub-Total</b>	<b>65</b>	<b>41.14</b>	<b>34.43</b>
<b>C - Price</b>	<b>15</b>	<b>15.00</b>	<b>10.93</b>
<b>D - SBEDA - SBE Prime Contract Program</b>	<b>10</b>	<b>10.00</b>	<b>10.00</b>
<b>D - SBEDA - M/WBE Prime Contract Program</b>	<b>10</b>	<b>10.00</b>	<b>10.00</b>
<b>TOTAL SCORE</b>	<b>100</b>	<b>76.14</b>	<b>65.36</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>1</b>	<b>2</b>

\*One evaluation meeting held and no interviews were conducted.

Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No material findings were noted that would prevent the City from awarding to the selected vendors.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.