



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: May 5, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contracts for Citywide On-Call Electrical Maintenance and Repairs

SUMMARY:

This ordinance authorizes acceptance of three proposals from Central Electric Enterprises & Co., HJD Capital Electric, Inc., and Zachman Enterprises, dba Fred Clark Electrical Contractor to provide on-call electrical maintenance and repairs through an on-call contracting services (OCCS) contract for an estimated amount of \$480,000.00 annually not to exceed \$2,400,000.00 for the entire contract term. Funding for these contracts is available through each respective department's FY 2022 Adopted Budget. Funds are not encumbered by this ordinance. Future contract year funding is contingent upon City Council approval of subsequent budgets.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action are three proposals submitted by Central Electric Enterprises & Co., HJD Capital Electric, Inc., and Zachman Enterprises, dba Fred Clark Electrical Contractor to provide on-call electrical maintenance and repairs through an on-call contracting services (OCCS) contract for the City of San Antonio. Services shall be for electrical maintenance and repairs citywide. 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 June 15, 2021. The Committee recommended the release of the solicitation.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for Annual Contract for On-Call Electrical Services - Citywide on October 8, 2021, with a submission deadline of November 24, 2021. 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. Seven responses were received and deemed eligible for evaluation committee review.

The evaluation committee consisted of representatives from the Parks and Recreation Department, Convention & Sports Facilities Department, Building & Equipment Services Department, and the Center City Development & Operations 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 qualifications, experience, service quality, previous performance, proposed plan, price schedule and the Small Business Economic Development Advocacy (SBEDA) Program requirements. Additional categories of consideration included references and financial qualifications.

The evaluation of each proposal response was based on a total of 100 points; 35 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; 15 points allotted for respondent's price schedule; and 20 preference points were allotted for the SBEDA Program.

The evaluation committee met on January 20, 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. Central Electric Enterprises & Co., HJD Capital Electric, Inc., and Zachman Enterprises, dba Fred Clark Electrical Contractor were recommended for award by the evaluation committee.

The initial term of the agreement shall be upon City Council award through December 31, 2023, or the second anniversary of the effective date, whichever is sooner. Three additional one-year renewals, at the City's option, shall also be authorized by this ordinance. Total estimated annual amount is \$480,000.00 not to exceed \$2,400,000 for the entire contract term; funds are not encumbered by this ordinance.

ISSUE:

This ordinance will provide the City with three contractors to provide on-call electrical maintenance and repairs through an on-call contracting services (OCCS) contract. Service shall be for Citywide electrical 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 Cost Data price book. City Council approval is required for projects utilizing job orders over \$100,000.00. 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, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points awarded to Central Electric Enterprises & Co., HJD Capital Electric, Inc., and Zachman Enterprises, dba Fred Clark Electrical Contractor as these are certified SBE and M/WBE firms located within the San Antonio Metropolitan Statistical Area.

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.

A post-solicitation briefing was presented to the Audit & Accountability Committee on February 23, 2022. The Committee recommended award consideration at City Council A Session.

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 would affect the cost of services due to non-contract pricing.

FISCAL IMPACT:

This ordinance authorizes acceptance of three proposals from Central Electric Enterprises & Co., HJD Capital Electric, Inc., and Zachman Enterprises, dba Fred Clark Electrical Contractor to provide on-call electrical maintenance and repairs through an on-call contracting services (OCCS) contract for an estimated amount of \$480,000.00 annually not to exceed \$2,400,000.00 for the entire contract term. Funding for these contracts is available through each respective department's FY 2022 Adopted Budget. Funds are not encumbered by this ordinance. Future contract year funding is contingent upon City Council approval of subsequent budgets.

RECOMMENDATION:

Staff recommends approval of an ordinance for acceptance of a contract with Central Electric Enterprises & Co., HJD Capital Electric, Inc., and Zachman Enterprises, dba Fred Clark Electrical Contractor to provide on-call electrical maintenance and repairs 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 Request for Competitive Sealed Proposal and the Contracts Disclosure Forms are attached.