



City of San Antonio

**Agenda Memorandum**

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

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**Agenda Item Number:** 4

**Agenda Date:** August 26, 2022

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

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**DEPARTMENT:** Building & Equipment Services

**DEPARTMENT HEAD:** Jorge Perez

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile Item for Annual Contract for Elevator and Escalator Preventive Maintenance Services

**SUMMARY:**

Post-solicitation briefing on Annual Contract for Elevator and Escalator Preventive Maintenance Services

**BACKGROUND INFORMATION:**

The City of San Antonio solicited proposals from qualified contractors interested in providing systematic and periodic service and preventative maintenance of the elevators and escalators currently installed at various facilities located citywide. This preventative maintenance is necessary to maintain the safety and functionality of elevators and escalators in accordance with the Texas Department of Licensing and Regulation standards and American National Standards

Institute Regulations for elevators and escalators. This contract will provide parts and labor for preventative maintenance, repair and stand by services.

**ISSUE:**

Solicitation Type: Request for Competitive Sealed Proposals

Contract Value: \$3 Million

Term of Contract: 3 years with 2, 1-year renewal options

Number of Respondents: 2 (One respondent deemed non-responsive for failure to submit a proposal bond)

Contract to be Awarded: 1

Council Consideration: September 15, 2022

Evaluation Criteria:

- Experience, Background and Qualifications: 45 points
- Proposed Plan: 40 points
- Price: 15 points

SBEDA Program: Waived

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

- Ruben A. Flores, Assistant Director, Building and Equipment Services Department
- Ron Griego, Facilities Administrator, Building and Equipment Services Department
- Luis Rivas, Senior Project Manager, Building and Equipment Services Department
- Grace Diaz, Compliance Manager, Building and Equipment Services Department
- John G. Gamez, Building Maintenance Supervisor, Center City Development & Operations Department
- Robert Spells, Building Maintenance Supervisor, Center City Development & Operations Department

**FISCAL IMPACT:**

**For briefing purposes only**

**ALTERNATIVES:**

For briefing purposes only

**RECOMMENDATION:**

The evaluation committee met to review and discuss the responsive proposal on July 29, 2022, and, by consensus, recommends contract award to the sole responsive bidder. Due diligence conducted for the respondent 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 vendor.

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