



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 9

Agenda Date: September 29, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Elevators and Escalators Preventive Maintenance Services

SUMMARY:

The ordinance authorizes acceptance of a contract with EMR Elevator, Inc. to provide systematic and periodic service and preventative maintenance of the elevators and escalators currently installed at various facilities located citywide for an estimated annual cost of \$570,974.50 with a total contract value of \$2,854,872.50. All expenditures will be in accordance with each department's adopted FY 2023 budget as approved by City Council.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by EMR Elevator, Inc. to provide 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 standard and American National Standard Institute Regulations for elevators and escalators.

The City issued a Request for Competitive Sealed Proposal for Annual Contract for Elevator and

Escalators Preventative Maintenance Services for Various Locations on May 4, 2022 with a submission deadline of June 27, 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. Two proposal responses were received, and one proposal response was deemed ineligible for evaluation committee review for failure to submit a proposal bond with their submission. The other proposal received was deemed eligible for evaluation.

The evaluation committee consisted of representatives from the Building and Equipment Services Department and the City Center Development & Operations Department. The Finance Department, Purchasing Division, Facilitated the procurement by ensuring compliance with the City procurement policies and procedures. The proposal was evaluated based on the firm's qualification, experience, previous performance, proposed plan, and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee interviewed the responsive Respondent on July 29, 2022 and finalized the evaluation of the proposal received. At the evaluation meeting, discussion occurred, and committee recommend award by consensus vote, to EMR Elevator, Inc. to provide preventive maintenance for elevator and escalators at various locations citywide.

The initial term of the agreement shall begin on October 1, 2022, and end on September 30, 2025. Two, additional one-year renewals, at the City's option, shall also be authorized by this ordinance. Total estimated annual amount is \$570,974.50 with a total contract value of \$2,854,872.50; funds are not encumbered by this ordinance.

ISSUE:

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

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business 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 August 26, 2022. City Council recommended award consideration at City Council A Session.

ALTERNATIVES:

Should this contract not be approved; City departments will be required to procure services on an as-needed basis whenever equipment malfunctions occur as departments do not have certified staff to perform these types of services. This will lead to inconsistent workmanship and contribute to delays in response times for maintenance requests. Additionally, the integrity and functionality of the elevator and escalator systems will be adversely impacted.

FISCAL IMPACT:

All expenditures will be in accordance with each department's adopted FY 2023 budget as approved by City Council. The estimated annual cost for this contract is \$570,974.50 with a total contract value of \$2,854,872.50.

RECOMMENDATION:

Staff recommends approval of an ordinance for acceptance of a contract with EMR Elevator, Inc. to provide systematic and periodic service and preventative maintenance of the elevators and escalators currently installed at various facilities located citywide. The total estimated annual amount is \$570,974.50 with a total contract value of \$2,854,872.50.

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