



# City of San Antonio

## Agenda Memorandum

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

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**Agenda Item Number:** 2

**Agenda Date:** September 21, 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:**

Pre-Solicitation High Profile Item for On Call HVAC Filters and Services (ARPA Funded)

**SUMMARY:**

The City of San Antonio is soliciting proposals for a qualified contractors to furnish the necessary labor, materials, service equipment, tools, supervision, supplies, transportation, method of communication, and service reports, to provide “on call” filter replacements, to heating, ventilation, and air conditioning (HVAC) systems and HVAC supporting equipment through an on call contracting services (OCCS) contract, also referred to as job order contract (JOC) for the Building and Equipment Services Department (BESD), San Antonio Fire Department (SAFD), and the Convention and Sports Facilities (CSF) Department. The filter replacement services are required to preserve the safety, reliability, and functionality of the equipment at the various City facilities.

## **BACKGROUND INFORMATION:**

Department(s): BESD, SAFD, CSF

Solicitation Type: Request for Competitive Sealed Proposal

Contract Value: \$1.4 Million

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

Release Date: October 5, 2022

Closing Date: November 21, 2022

Proposed Council Date: March 23, 2022

Evaluation Criteria:

- Experience, Background, Qualifications: 45 Points
- Proposed Plan: 35 points
- Price: 20 points

SBEDA Subcontracting Requirements: Not Applicable

Local Preference Program: Not Applicable

Veteran-Owned Small Business Preference Program: Not Applicable

Voting Members:

- Alex Martinez, Deputy Director, Building and Equipment Services Department
- Ron Griego, Facilities Administrator, Building and Equipment Services Department
- Grace Diaz, Facilities Compliance Manager, Building and Equipment Services Department
- Shawn Griffin, Deputy Chief, San Antonio Fire Department
- Kyle Mikolajczyk, Building Maintenance Manager, Convention and Sports Facilities Department

## **ISSUE:**

For briefing purposes only

## **FISCAL IMPACT:**

**For briefing purposes only**

## **ALTERNATIVES:**

For briefing purposes only

## **RECOMMENDATION:**

For briefing purposes only