



City of San Antonio

Agenda Memorandum

File Number:
{{item.tracking_number}}

Agenda Item Number: 3

Agenda Date: September 21, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Library

DEPARTMENT HEAD: Ramiro Salazar

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Pre-Solicitation High Profile Item for Annual Contract for Full Coverage Service of Heating, Ventilation and Air conditioning (HVAC) Systems for San Antonio Public Library

SUMMARY:

The San Antonio Public Library Department is soliciting proposals from qualified vendors to perform preventative maintenance and repair services of heating, ventilation and air conditioning (HVAC) systems at all city-operated San Antonio Public Library facilities. Maintenance and corrective repair services are required to maintain peak operational efficiencies and to extend life cycle of the equipment.

BACKGROUND INFORMATION:

Department: San Antonio Public Library
Solicitation Type: Request for Competitive Sealed Proposals

Estimated Value: \$1.9 Million

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

Release Date: October 12, 2022

Closing Date: November 30, 2022

Proposed Council Date: April 13, 2022

Evaluation Criteria:

- Experience, Background, Qualifications: 30 points

- Proposed Plan: 35 points

- Price: 15 points

- SBE Prime Contract Program: 10 points

- M/WBE Prime Contract Program: 10 points

SBEDA Subcontracting Requirements: 10% M/WBE

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

- David McCary, Assistant City Manager, City's Manager Office

- Kathy Donellan, Assistant Library Director of Support Services, San Antonio Public Library

- Mark Jenkins, City Tower Manager, Information Technology Services Department

- Rose Navarro, Interim Facilities Manager, San Antonio Public Library

- Ron Griego, Facilities Administrator, Building and Equipment Services Department

- Kiyanna Stephens, Branch Manager, San Antonio Public Library

ISSUE:

For briefing purposes only

FISCAL IMPACT:

For briefing purposes only

ALTERNATIVES:

For briefing purposes only

RECOMMENDATION:

For briefing purposes only