



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 7

**Agenda Date:** March 23, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

On-call HVAC Filters and Services (ARPA Funded)

**SUMMARY:**

This ordinance authorizes acceptance of a contract with Air Relief Technologies, Inc. dba Tex-Air Filters to provide On-call HVAC filter replacements and filter services for the Building and Equipment Services Department, the San Antonio Fire Department, and the Convention and Sports Facilities Department, beginning upon City Council award through March 23, 2025, with three, one-year renewal options, for an estimated amount of \$480,000.00 annually not to exceed \$2,400,000.00 for the entire contract term including any renewals.

Funding for this contract in the amount of \$1,400,000.00 is available through federal assistance provided to the City of San Antonio by the US Department of Treasury under the American Rescue Plan Act (ARPA). The remaining \$1,000,000.00 of this contract will be funded from the Facilities Services Fund, the General Fund, and the Convention and Visitors Facility Fund. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is the proposal submitted by Air Relief Technologies, Inc. dba Tex-Air Filters to provide On-call HVAC filter replacements and filter services through an on-call contracting services (OCCS) contract. Services shall be for HVAC filter replacements and services for the Building and Equipment Services, the San Antonio Fire Department, and filter purchases for Convention and Sports Facilities department.

The City issued a Request for Competitive Sealed Proposal for “On-Call HVAC Filters and Services (ARPA Funded)” (RFCSP 22-118; RFX 6100015808) on October 7, 2022, with a submission deadline of November 23, 2022. The RFCSP was advertised in the Hart Beat, the City’s Bidding and Contracting Opportunities website, the San Antonio e-Procurement System (SAePS), and an email notification was released to a list of potential Respondents. Two (2) proposal responses were received, and both were deemed eligible for the evaluation committee review.

The evaluation committee consisted of representatives from the Building and Equipment Services Department, the San Antonio Fire Department, and the Convention and Sports Facilities 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 experience, background, qualifications, proposed plan, and price. Additional categories of consideration included references.

The evaluation of each proposal response was based on a total of 100 points; 45 points were allotted for experience, background, qualifications; 35 points were allotted for proposed plan; and 20 points were allotted for pricing. The evaluation committee met on February 13, 2023, to evaluate the proposals received. Individual scores were submitted, and aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the pricing scores were revealed. Air Relief Technologies, Inc. dba Tex-Air Relief was recommended for award by the evaluation committee.

The initial term of the agreement beginning upon City Council award through March 23, 2025, and three additional one-year renewals, at the City’s option, shall be authorized by this ordinance. The total estimated annual amount is \$480,000.00 not to exceed \$2,400,000.00 for the entire contract term; funds are not encumbered by this ordinance.

**ISSUE:**

This contract will provide the City with a contractor to provide on-call or as needed HVAC filters and filter services through an on-call contracting services (OCCS) contract. Service shall be for Citywide HVAC filter replacements and services. This contract will use federal assistance provided to the City of San Antonio by the US Department of Treasury under the American Rescue Plan Act (ARPA).

This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

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.

**ALTERNATIVES:**

Should this contract not be approved, City departments would be required to process individual procurements on an as-needed basis to provide filter replacements and services, which could lead to inconsistent service to preserve the safety, reliability, and functionality of the HVAC systems. Processing individual procurements will affect the cost of services due to non-contract pricing.

**FISCAL IMPACT:**

This ordinance authorizes acceptance of a contract with Air Relief Technologies, Inc. dba Tex-Air Filters to provide On-call HVAC filter replacements and filter services for the Building and Equipment Services Department, the San Antonio Fire Department, and the Convention and Sports Facilities Department for an estimated amount of \$480,000.00 annually not to exceed \$2,400,000.00 upon City Council award through March 23, 2025, with three additional one-year renewals.

Funding for this contract in the amount of \$1,400,000.00 is available through federal assistance provided to the City of San Antonio by the US Department of Treasury under the American Rescue Plan Act (ARPA). The remaining \$1,000,000.00 of this contract will be funded from the Facilities Services Fund, the General Fund, and the Convention and Visitors Facility Fund upon available funds within their adopted budgets.

All expenditures from ARPA funding will be in accordance with the US Department of Treasury under the American Rescue Plan Act (ARPA), 31 CFR 35.

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted budget approved by City Council. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends approval of an ordinance of acceptance of a contract with Air Relief Technologies, Inc. dba Tex-Air Filters to provide on-call HVAC filters and filter services 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 a Request for Competitive Sealed Proposal and the Contracts Disclosure Form is attached.