



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: April 6, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Countertop Manufacture, Removal & Replacement

SUMMARY:

This ordinance authorizes acceptance of a contract with Henock Construction, LLC to manufacture, replace and/or install new solid surface, quartz, granite, or plastic laminate countertops at various locations for the Building and Equipment Services Department for a total estimated annual amount of \$80,000.00 with a total contract value of \$400,000.00. Funding in the amount of \$40,000.00 is available from the FY 2023 Facility Services Fund Budget and in the amount of \$40,000.00 is available from the FY 2023 Deferred Maintenance Program included in the the FY 2023 - FY 2028 Capital Improvements Program. Funding for subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the proposal submitted by Henock Construction, LLC to manufacture, replace and/or install new solid surface, quartz, granite, or plastic laminate countertops at various locations throughout the City and additional locations the City may acquire in the next five years for the Building and Equipment Services Department.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for an “Annual Contract for Countertop Manufacture, Removal & Replacement” on August 31, 2022, with a submission deadline of November 21, 2022. The RFCSP was advertised in the Hart Beat, 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 (2) proposal responses were received and deemed eligible for evaluation.

The evaluation committee consisted of representatives from the Building & Equipment Service Department and the San Antonio Fire Department. The Finance Department, Purchasing Division, facilitated the procurement process by ensuring compliance with City’s procurement policies and procedures. The proposals were evaluated based on the firm’s experience, background, qualifications, proposed plan, price and the Small Business Economic Development Advocacy (SBEDA) Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on January 12, 2023, to review the proposals received. After the responses were reviewed and discussed by the evaluation committee, it was determined for both respondents to be interviewed. The evaluation of each proposal response was based on a total of 100 points; 40 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; 20 points allotted for respondent’s price; and 10 points were allotted for the SBEDA Program. The 10 points for MWBE were inadvertently included in the RFCSP’s evaluation criteria, in addition to the MWBE subcontracting goal; however, after the application of these points, the ranking remained unchanged. On February 9, 2023, interviews were conducted, and the respondents’ proposals and interviews were scored by the evaluation committee based on the aforementioned criteria. Henock Construction, LLC received the highest score and is being recommended for award.

The initial term of the agreement will begin upon award through April 30, 2026. Two additional one-year renewals, at the City’s option, will also be authorized by this ordinance.

ISSUE:

This contract will provide the Building and Equipment Services Department with a contractor that will manufacture solid surface, quartz, granite, or plastic laminate countertops, removal of existing countertops, and installation of new countertops at various locations.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee set a 12% Minority/Women Business Enterprise (M/WBE) subcontracting goal. Henock Construction, LLC has committed to 12% M/WBE subcontractor participation.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business 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 the removal of existing countertops and installation of new countertops, which could lead to inconsistent service and delayed in response and lead time. Processing individual procurements will affect the cost of services due to non-contract pricing. City departments do not have the staff to perform these services in-house.

FISCAL IMPACT:

This ordinance authorizes acceptance of a contract with Henock Construction, LLC to manufacture, replace and/or install new solid surface, quartz, granite, or plastic laminate countertops at various locations for the Building and Equipment Services Department for a total estimated annual amount of \$80,000.00 with a total contract value of \$400,000.00. Funding in the amount of \$40,000.00 is available from the FY 2023 Facility Services Fund Budget and in the amount of \$40,000.00 is available from the FY 2023 Deferred Maintenance Program included in the the FY 2023 - FY 2028 Capital Improvements Program. Funding for subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this contract to Henock Construction, LLC, to provide the Building and Equipment Services Department with the manufacture, removal, and replacement of countertops for an estimated annual average amount of \$80,000.00 with a total contract value of \$400,000.00.

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