



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 5

**Agenda Date:** April 6, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for Lift Station Maintenance and Other Services

**SUMMARY:**

This ordinance approves a contract with Doug Merritt dba Craftsman Plumbing to provide maintenance, inspections, and repair services to lift stations and other waste disposal systems for the Building and Equipment Services Department and San Antonio Fire Department from July 1, 2023 through June 30, 2026, two one-year renewal options, for a total estimated \$41,000.00 annually with a total contract value of \$205,000.00. Funding in the amount of \$28,800.00 is available from the FY 2023 Facility Services Fund Adopted Budget and in the amount of \$12,200.00 from the FY 2023 General Fund Budget Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Doug Merritt dba Craftsman Plumbing, to provide all necessary labor and materials to perform scheduled preventive maintenance, inspections, and repairs to sewer or storm water lift stations, oil water separators, waste pumps, grease traps and interceptor waste disposal systems, sumps and ejectors, and other supporting components located at the International Center, Municipal Plaza Building, Fire

Training Academy, Fire Department's Services Division, Fire Department's Tech Services, Fire Station #37, City Council District 4, City Hall, City Tower, and equipment of additional locations the City may acquire in the next four years.

The City issued a Request for Competitive Sealed Proposal for Annual Contract for Lift Station Maintenance and Other Services on December 7, 2022. The solicitation opened January 13, 2023. One proposal was received from Doug Merritt dba Craftsman Plumbing, who was deemed eligible for review by the evaluation committee.

The evaluation committee met on February 8, 2023, to evaluate the one proposal received. The evaluation committee consisted of representatives from the Building & Equipment Services Department and Parks & Recreation. The Finance Department, Purchasing Division, assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm's qualifications, experience, and quality of service, previous performance, proposed plan, and price schedule. Additional categories of consideration included references and financial qualifications. After committee review and discussion, Doug Merritt dba Craftsman Plumbing was recommended for award by the evaluation committee based on consensus scoring.

The initial term of the agreement shall be begin on July 1, 2023 through June 30, 2026. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide the Building and Equipment Services Department and San Antonio Fire Department with a contractor that will perform scheduled preventive maintenance, inspections, and repairs to equipment at eight Building and Equipment Services Department program buildings and one Fire Station building. Each of these facilities require maintenance, inspections, and repairs to various types of equipment such as sewer or storm water lift stations, oil water separators, waste pumps, grease traps and interceptor waste disposal systems, sumps and ejectors, and other supporting components. Preventive maintenance services include labor, materials, service equipment, tools, inspections, service reports, adjustments, and replacement parts necessary for the maintenance of the lift stations or waste disposal systems.

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 Program does not apply to non-professional service contracts, so no preference was applied to this contract.

#### **ALTERNATIVES:**

Should this contract not be approved, the City departments would be required to process individual procurements on an as-needed basis to provide lift station or waste disposal system equipment maintenance services, which could lead to inconsistent service and delay in response time to maintenance and repair requests. Processing individual procurements will affect the cost of services due to non-contract pricing. Moreover, the City departments do not have the staff to perform these services in-house.

#### **FISCAL IMPACT:**

This ordinance authorizes acceptance of a contract with Doug Merritt dba Craftsman Plumbing to provide maintenance, inspections, and repair services to lift stations and other waste disposal systems for the Building and Equipment Services Department and San Antonio Fire Department from July 1, 2023 through June 30, 2026, two one-year renewal options, for a total estimated \$41,000.00 annually with a total contract value of \$205,000.00. Funding in the amount of \$28,800.00 is available from the FY 2023 Facility Services Fund Adopted Budget and in the amount of \$12,200.00 from the FY 2023 General Fund Budget Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

#### **RECOMMENDATION:**

Staff recommends approval of this contract with Doug Merritt dba Craftsman Plumbing, to provide the San Antonio Fire Department and the Building and Equipment Services Department with lift station and waste disposal system equipment maintenance services and repairs for an estimated annual average amount of \$41,000.00 with a total contract value of \$205,000.00.

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