



FACILITIES MANAGEMENT

PLAN • MAINTAIN • COLLABORATE • INNOVATE

Background

- Bexar County Facilities Management Department is responsible for the maintenance, repair, remodeling, and construction of all of the Bexar County facilities. This department also issues and controls service contracts including janitorial, elevator, waste disposal, recycling, water treatment, heating ventilation air conditioning (HVAC) services, fire safety and security alarm services, uniform services, and other preventive maintenance and professional service contracts.
- Over 3,000,000 square feet of owned property
- 100+ team members

Services we leverage

- **Professional Services**
 - Architecture and Engineering
- **Construction Services**
 - General contracting
 - Single-trade and multiple-scope improvements
- **Operational, Preventative, and Corrective Maintenance Services**
 - Repairs to architectural elements
 - Repairs to Mechanical, Plumbing, and Electrical components
 - Preventative maintenance services

Purchasing and SMWVBE Policies ⁴

- Bexar County Facilities Management complies with both the Bexar County Purchasing Manual, and the County Manager's SMWVBE Policy as updated and adopted in July 2017.
 1. The County, its contractors, their subcontractors, sub consultants and sub suppliers, as well as all vendors of Commodities, Equipment, Professional and Personal Services, Maintenance and Construction, shall not discriminate on the basis of race, color, religion, national origin, disability, gender or sexual orientation in the award and/or performance of contracts. All individuals and entities doing business, or anticipating doing business, with Bexar County are encouraged to support and implement a program designed to achieve the goal of establishing equal opportunity for all of the citizens of Bexar County.
 2. Nothing in this policy is to be construed to require the County to award a contract to other than the lowest responsible bidder as required by law and Bexar County policies and procedures.

Procurement Methods

▪ Informal Solicitation

- \$5,000 – \$50,000 – Request for Quotes
 - Use [SWMBE's CDMS system](#) as a vendor pool for outreach
 - Process initiated by department
 - Lowest responsible bidder

▪ Formal Solicitations

- \$50,000 – \$2,900,000 – Invitation for Bid (IFB)
 - Lowest responsible bidder
 - Process initiated by **Purchasing**
- \$2,900,000 – \$6,000,000 – Request for Proposals / Competitive Sealed Proposals
 - Pricing and Qualifications weighted in evaluation
 - Process initiated by **Purchasing**
- \$6,000,000 + – Request for Proposals – Alternate Delivery including CMAR and Design-Build
 - Pricing and Qualifications weighted in evaluation
 - Process initiated by **Purchasing**

- *Note these are general guidelines and some projects will not fit into these categories due to special circumstances or requirements.

Maintenance and Operations Divisions



Administrative Division Chief
Jose Torralva



Detention Division Chief
Gilberto Davila

Contact Information

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- Administrative Division Chief
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