



AUDIT COMMITTEE

PRE-SOLICITATION BRIEFING FOR LANDSCAPING SERVICES

April 25, 2017

**Ramiro S. Salazar
Director
Library Department**

Solicitation Overview



Originating Department: San Antonio Public Library



Solicitation Type: Request for Competitive Sealed Proposal (RFCSP)



High Profile Designation: Contract Value over \$1 million



Estimated Value: \$375,000 annually / \$1,875,000.00 total



Current Contract Status: Expires May 31, 2018



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

Project Overview

Landscaping

- Mowing, edging, string trimming, leaf/debris blowing, sweeping, mulch, hand weeding, shrub pruning, raking, removal of leaves, fallen branches and general landscape maintenance

Irrigation

- Monthly irrigation maintenance; check and test irrigation controllers, backflow prevention devices, electrical valves and all spray heads and make minor repairs to the irrigation system
- Annual Irrigation System Inspection
- Irrigation Spring start up

Solicitation Requirements

Evaluation Criteria

- Experience, Background, Qualifications: 20 Points
- Proposal Plan and Solution: 35 Points
- Pricing: 25 Points
- SBEDA: 20 Points (10 points ESBE Prime Contract; 10 points MWBE Prime Contract)

Additional Requirements

- SBEDA Subcontracting Requirements: 20% MWBE
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- Audited Financial Statements: Not Required

Goal Setting Committee Members

- Kathy Donellan, Assistant Director, Library
- Melanie Seale, Assistant Director, Finance
- Dale McNeill, Assistant Director, Library
- Shuchi Nagpal, Economic Development Manager, Economic Development

Outreach Efforts

NIGP Codes Identified

- 98836 – Grounds Maintenance: Mowing, Edging, Plant
- 93437 – Irrigation Systems Maintenance & Repair

Number of Vendors to be Notified

- Central Vendor Registry: 136
- Veteran Owned Small Business (SBA): 1639
- Targeted Vendor Outreach: 5

Advertising

- TVSA channel 21
- COSA Bidding Opportunities Website
- Hart Beat

Project Evaluation Committee

Voting Members

Rich Walker, Project Control Manager,
San Antonio Public Library

Mark Loiselle, Design & Development
Assistant, San Antonio Public Library

Mark Jenkins, Facilities Manager, San
Antonio Public Library

Cheryl Sheehan, Public Service
Administrator, San Antonio Public
Library

Ron Griego, Facilities Administrator,
Building Equipment Services

Advisory Members

Michael Howdyshell, Procurement
Specialist III

Lauren O'Connor, City Attorney

Project Timeline

Pre-Solicitation

Goal Setting Committee:

- April 17, 2017

Audit Committee Pre Solicitation Briefing:

- April 25, 2017

Release RFCSP:

- May 1, 2017

Solicitation

Pre-Submittal Conference:

- May 12, 2017

Deadline for Questions:

- May 24, 2017

RFCSP Due:

- June 2, 2017

Post – Solicitation

Evaluation Complete:

- June 30, 2017

Contract Negotiated:

- July 5, 2017

Audit Committee Post Solicitation Briefing:

- August 15, 2017

Finalization

City Council Consideration:

- **September 2017**

Contract Start Date:

- October 1, 2017



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INDIVIDUAL PRE-SOLICITATION BRIEFING LANDSCAPING SERVICES

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