



City of San Antonio

Agenda Memorandum

File Number: 16-1173

Agenda Item Number: 7.

Agenda Date: 2/18/2016

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Council District 2

SUBJECT:

Annual Contract for Mowing Services at Historical Cemeteries

SUMMARY:

This ordinance authorizes a contract with Due Amicis, Inc., dba Green Landscaping to provide mowing services for sixteen Historical Cemeteries for the Parks and Recreation Department for an estimated amount of \$90,000.00 annually. Funding for this contract is available through the City Cemeteries Fund.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Due Amicis, Inc., dba Green Landscaping to provide mowing services at sixteen Historical Cemeteries for the Parks and Recreation Department. The mowing services and cycle frequency are required to maintain the grounds appearance of the historical cemeteries located east of downtown. The total acreage to be maintained is approximately 59.9 acres.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for “Annual Contract for Mowing Services at Historical Cemeteries” (RFCSP 6100006183) on August 28, 2015, with a submission deadline of October 2, 2015. Of the four proposals received, two proposals were deemed non-responsive. One respondent failed to provide a bid bond and one respondent failed to submit a response prior to the proposal deadline.

The evaluation team consisted of representatives from the Parks and Recreation Department, Transportation and Capital Improvements Department, San Antonio Public Library and the Building and Equipment Services

Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The proposals were 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.

The evaluation of each proposal response was based on a total of 100 points; 35 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 15 points allotted for respondent's price schedule. Fifteen points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program, SBE Prime Contractor Program Affirmative Procurement Initiative.

The evaluation committee met on October 20, 2015 to evaluate the two responsive proposals received. After committee review and discussion, the individual technical scores were submitted and the aggregate scores were presented, the evaluation committee elected to interview the top ranked firm. The interview was held on October 28, 2015. Following the interview and after a recommendation for award was agreed upon by the selection committee, the pricing scores and the SBEDA scores were revealed. Due Amicis, Inc., dba Green Landscaping received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be for a period of three years; April 1, 2016 through March 31, 2019. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide the Parks and Recreation Department with a contractor that will furnish all the labor, materials, supervision and equipment required to provide mowing services at sixteen Historical City Cemetery properties. These services are required to maintain the cemetery grounds appearance in an attractive and manicured manner. Mowing services shall include, but are not limited to, mowing, edging, trimming, leaf/debris blowing, litter removal and sweeping. The scope of services does not include any irrigation, tree trimming or shrub pruning. The total acreage of all sixteen cemeteries is approximately 59.9 acres.

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 applied the Small Business Enterprise (SBE) Prime Contract Program to this solicitation and awarded fifteen (15) evaluation preference points to Due Amicis, Inc., dba Green Landscaping, as they are certified SBE and located within the San Antonio Metropolitan Statistical Area.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) 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, the Parks and Recreation Department would be required to process individual procurements to provide mowing services thus affecting the appearance of the sixteen historical cemeteries. The department does not have the staff to perform these services in-house. Processing individual

procurements will affect the cost of services due to non-contract pricing.

FISCAL IMPACT:

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the FY 2016 Adopted Operating Budget approved by City Council. The total estimated cost for this contract is approximately \$90,000.00 annually. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends the approval of this contract with Due Amicis, Inc., dba Green Landscaping to provide the Parks and Recreation Department with mowing services to ensure that the appearance of sixteen historical cemeteries remain manicured and attractive at an estimated annual cost of \$90,000.00.

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