



City of San Antonio

Agenda Memorandum

File Number:13-921

Agenda Item Number: 8.

Agenda Date: 12/5/2013

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Districts 1 and 2

SUBJECT:

Custodial Services for La Villita, Market Square, Centro Information Center, Botanical Garden and San Antonio Garden Center

SUMMARY:

This ordinance authorizes a contract with Selrico Services, Inc. to provide custodial services for Department of Culture and Creative Development for La Villita and Market Square; Downtown Operations Department for Centro Information Center; and Parks and Recreation Department for Botanical Garden and San Antonio Garden Center for an estimated amount of \$690,000.00 annually through December 31, 2016, with two additional one-year renewal options. Funding for this contract is available through the General Fund.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Selrico Services, Inc., to provide custodial services to Department of Culture and Creative Development for La Villita and Market Square; Downtown Operations Department for Centro Information Center; and Parks and Recreation Department for Botanical Garden and San Antonio Garden Center. The custodial services and cleaning frequency are required to provide coverage during public service hours in order to maintain these facilities in a clean, attractive and orderly manner. The departments do not have the staff to perform janitorial services in-house since these services are currently outsourced.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Custodial Services for La Villita, Market Square, Centro Information Center, Botanical Garden and San Antonio Garden Center" (RFCSP

6100003169) on July 26, 2013, with a submission deadline of August 28, 2013. Ten proposal responses were received. Four proposals were deemed non-responsive by the Economic Development Department due to respondents failure to meet the Small Business Economic Development Advocacy subcontracting requirement. Selrico Services, Inc. was selected, based on the City's standard RFCSP process.

The selection team consisted of representatives from Department of Culture and Creative Development, Parks and Recreation, and Downtown Operations. 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, 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; 30 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Fifteen preference 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 4, 2013 to evaluate the six responsive proposals received. After committee review and discussion, individual technical scores were submitted and the aggregate scores were presented. After a recommendation for award was agreed upon by the selection committee, the pricing scores and the SBEDA scores were revealed. Selrico Services, Inc. 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. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide a contractor to perform custodial services for La Villita, Market Square, Centro Information Center, Botanical Garden and San Antonio Garden Center. The contractor will provide custodial services for these locations and clean the facilities seven days a week, within an 8 hour day shift. In addition, hourly service rates are included for and will provide supplemental coverage when requested and will be available on call for immediate needs at all locations. The contractor will ensure the facilities are continuously and uniformly cleaned, orderly and attractive for patrons. The custodial services include, but are not limited to, general cleaning, disinfecting, trash removal, floor cleaning, and floor maintenance. The contractor shall provide all cleaning supplies and equipment to perform the services, as well as products to re-stock facilities including restrooms.

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 Selrico Services, Inc., as they are certified SBE and located within the San Antonio Metropolitan Statistical Area. Additionally, the Goal Setting Committee also set a 26% Minority/Women Business Enterprise (M/WBE) subcontracting goal. Selrico Services, Inc. has committed to 26% M/WBE's subcontractor participation

Selrico Services, Inc. received the evaluation preference points and committed to a total of 100% SBE participation on this contract.

This contract is an exception to the Local Preference Program.

ALTERNATIVES:

Should this contract not be approved, Department of Culture and Creative Development for La Villita and Market Square; Downtown Operations Department for Centro Information Center; and Parks and Recreation Department for Botanical Garden and San Antonio Garden Center would be required to process individual procurements to provide custodial services thus affecting the cleanliness and appearance of the facilities. The departments do not have the staff to perform janitorial services in-house since these services are currently outsourced. Processing individual procurements will affect the cost of services due to non-contract pricing.

FISCAL IMPACT:

This ordinance authorizes a contract with Selrico Services to provide custodial services at La Villita, Market Square, Centro Information Center, Botanical Garden and San Antonio Garden Center. All expenditures will be in accordance with the FY 2014 Adopted Operating Budget approved by City Council for La Villita, Market Square, Centro Information Center, Botanical Garden and San Antonio Garden Center. The total estimated annual cost of this contract is \$690,000.00.

RECOMMENDATION:

Staff recommends the approval of this contract with Selrico Services, Inc., to provide Department of Culture and Creative Development for La Villita and Market Square; Downtown Operations Department for Centro Information Center; and Parks and Recreation Department for Botanical Garden and San Antonio Garden Center, with custodial services to ensure that these facilities remain uniformly clean, hygienic, orderly and attractive at an estimated annual cost of \$690,000.00.

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