



# City of San Antonio

## Agenda Memorandum

**File Number:** 18-2126

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**Agenda Item Number:** 4.

**Agenda Date:** 5/10/2018

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Annual Contract for Landscaping Services-San Antonio Public Library and World Heritage Office

### **SUMMARY:**

This ordinance authorizes a contract with Goodwill Industries of San Antonio in the estimated amount of \$342,000.00 annually to provide landscaping services and monthly preventative irrigation maintenance and repair services for the San Antonio Public Library and the World Heritage Office. Funding for this contract is available through the departments' FY2018 Operating Budgets.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by Goodwill Industries of San Antonio to provide landscaping and monthly preventative irrigation maintenance and repairs services at twenty-seven San Antonio Public Library locations and Mission Marquee Plaza for the World Heritage Office in the estimated amount of \$342,000.00 annually. The landscaping services include, but are not limited to mowing, weeding, edging, trimming, leaf/debris blowing, litter removal, and sweeping. Services also include irrigation system repairs, monthly preventative irrigation maintenance, annual inspections, and irrigation spring startup services.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Annual Contract for Landscaping Services - San Antonio Public Library" (RFCSP 17-079, 6100008870) on May 8, 2017 with a submission deadline of June 9, 2017. Six proposals were received and two were deemed non-responsive. One proposal failed to meet the proposal bond requirements while the second proposal failed to meet the requirement of

submitting a price schedule. Goodwill Industries of San Antonio was selected based on the City's standard RFCSP process.

The evaluation team consisted of representatives from the San Antonio Public Library, the Building and Equipment Services Department, and the Parks and Recreation Department. The Finance Department, Purchasing Division facilitated 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; 20 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 25 points allotted for respondent's price schedule. A total of 20 points was allotted for the Small Business Economic Development Advocacy (SBEDA) Program; 10 points for ESBE Prime Contractor Program Affirmative Procurement Initiative, and 10 points for M/WBE Prime Contractor Program Affirmative Procurement Initiative.

The evaluation committee met on September 19, 2017 to evaluate the four responsive proposals received. After committee review and discussion, individual scores were submitted and the aggregate scores were presented. The evaluation committee selected two respondents for interviews which were held on October 3, 2017. Following the interviews, the evaluation committee met and individual scores were re-submitted and aggregate scores were presented again. After a recommendation for award was agreed upon by the selection committee, the pricing and SBEDA scores were revealed. Goodwill Industries of San Antonio received the highest ranking and was recommended for award by the evaluation committee.

A post solicitation briefing was presented to the Audit Committee on December 5, 2017.

The initial term of the agreement shall be upon award through September 30, 2020. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide the San Antonio Public Library Department and the World Heritage Office with a contractor to provide landscaping and monthly preventative irrigation maintenance and repair services at twenty seven San Antonio Public Library locations and Mission Marquee Plaza. These services are required to establish landscaping programs that will ensure the appearance of the properties are attractive and orderly as well as maintaining the functionality of the irrigation systems at select sites. Services will be completed according to an established schedule of mowing cycles throughout the contracted locations.

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 Emerging Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points.

Additionally, Goal Setting Committee also set a 20% Minority/ Women-Owned Business Enterprise (M/WBE) subcontracting goal and Goodwill Industries of San Antonio has committed to 30% M/WBE subcontractor participation.

A post-solicitation briefing was provided to the Audit and Accountability in December 2017.

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 San Antonio Public Library Department and the World Heritage Office would be required to process individual procurements to provide landscaping and monthly preventative irrigation maintenance and repair services thus affecting the appearance of library locations. 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 Department's adopted budget approved by City Council. The estimated cost of this contract is \$342,000.00 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 Goodwill Industries of San Antonio in the estimated amount of \$342,000.00 annually to provide San Antonio Public Library Department and the World Heritage Office with landscaping services and monthly preventative irrigation maintenance and repairs to ensure the attractive and orderly appearance of the grounds.

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