



City of San Antonio

Agenda Memorandum

File Number: 18-3501

Agenda Item Number: 1.

Agenda Date: 5/24/2018

In Control: Audit and Accountability Committee

CITY OF SAN ANTONIO FINANCE DEPARTMENT Interdepartmental Correspondence

TO: Sheryl Sculley, City Manager

FROM: Troy Elliott, CPA, Deputy Chief Financial Officer

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Norbert Dziuk, Procurement Operations Lead; Melody Woosley, Director, Department of Human Services

SUBJECT: Consideration of High Profile Solicitations for Release

DATE: May 24, 2018

The following high profile solicitation is scheduled to be released within the next month:

Custodial Services - Various City Facilities (DHS / SAPD / SAFD) - The City of San Antonio is soliciting proposals from qualified contractor(s) to perform custodial services at various City facilities for the following City departments: Department of Human Services (18 facilities / 223,096 sq. ft.), Fire Department (2 facilities / 22,012 sq. ft.) and Police Department (15 facilities / 46,020 sq. ft.). These services are required to establish a custodial maintenance program that will ensure the facilities are uniformly clean, hygienic, orderly and attractive. The selected contractor will be required to provide all labor, supplies and equipment necessary to perform the requested services.

Project Solicitation:

Department: Human Services
Solicitation Type: RFCSP
Release Date: June 4, 2018
Closing Date: July 10, 2018
Proposed Council Date: September, 2018
Estimated Value: \$2 Million
Proposed Term: 3 years with 2, 1 year options
Contact Information: Troy Elliott, Deputy Chief Financial Officer
Evaluation Criteria: Experience, Background, Qualifications: 30 points
Proposed Plan: 35 points
Price: 15 points
SBEDA: 20 points (SBE Prime 10 points; M/WBE Prime 10 points)

SBEDA Subcontracting: M/WBE 30% and AABE 7%

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:
Melody Woosley, Director, Department of Human Services
Yolanda Perez, Administrator, Department of Human Services
Eric Teague, Special Projects Manager, Department of Human Services
Deirdre Murphy, Social Services Manager, Department of Human Services
Maria Rivera, Social Services Manager, Department of Human Services
Andrea Griffin, Contract Officer, San Antonio Fire Department
Frank Garcia, Facilities Manager, San Antonio Police Department