



# City of San Antonio

## Agenda Memorandum

**File Number: 19-3228**

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**Agenda Item Number: 2.**

**Agenda Date: 4/16/2019**

**In Control: Audit and Accountability Committee**

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**CITY OF SAN ANTONIO  
PARKS AND RECREATION DEPARTMENT  
Interdepartmental Correspondence**

**TO:** Erik Walsh, City Manager

**FROM:** Xavier Urrutia, Director, Parks and Recreation Department

**COPIES:** Audit and Accountability Committee; Ben Gorzell, Chief Financial Officer; Kevin Barthold, City Auditor; Dr. Colleen Bridger, MPH, PhD, Interim Assistant City Manager; Troy Elliott, Deputy Chief Financial Officer

**SUBJECT:** Consideration of High Profile Solicitation for Release

**DATE:** April 16, 2019

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

**Annual Contract for Custodial Services for Parks and Recreation Facilities** - The Parks and Recreation Department is soliciting proposals for a contractor to provide custodial services at 43 facilities. These custodial services are required to ensure Parks and Recreation facilities are clean, hygienic, orderly, safe and attractive. Custodial Services shall include general cleaning; dusting, sweeping, mopping, disinfecting/cleaning restrooms, trash/recycling pick up and removal, floor maintenance, etc. All cleaning equipment and supplies as well as products to re-stock facilities and restrooms will be provided by the awarded contractor. The current contract for custodial services at these facilities will expire on December 31, 2019.

Department: Parks and Recreation  
Solicitation Type: Request for Competitive Sealed Proposals  
Estimated Value: \$3 Million  
Proposed Term: 3 years with 2, 1-year options  
Release Date: April 19, 2019  
Closing Date: May 31, 2019  
Proposed Council Date: September 12, 2019  
Contact Information: Xavier Urrutia, Director, Parks and Recreation Department  
Evaluation Criteria: Experience, Background, Qualifications: 30 points  
Proposed Plan: 35 points  
Price: 15 points

SBEDA Program: 20 Points (10 points SBE/ 10 points M/WBE)

SBEDA Subcontracting Requirements: 22% M/WBE, 5% AABE

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members: Colleen M. Bridger, MPH, PhD, Interim Assistant City Manager, City Manager's Office  
Homer Garcia III, Assistant Director, Parks and Recreation Department  
Lyn Kinton, Parks and Recreation Manager, Parks and Recreation Department  
Brady Wise, Captain, Park Police, Parks and Recreation Department  
Mark Jenkins, Facilities Manager, San Antonio Public Library  
Michael Baldwin, Parks and Recreation Manager, Parks and Recreation Department