



City of San Antonio

Agenda Memorandum

File Number: 14-2801

Agenda Item Number: 10.

Agenda Date: 12/4/2014

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Custodial Service - Various City Facilities

SUMMARY:

This ordinance authorizes two separate contracts with 3rd Generation Services LLC to provide custodial services for the Department of Human Services, San Antonio Police Department, San Antonio Fire Department, Solid Waste Management, Department of Culture and Creative Development and the Parks and Recreation Department, for an estimated amount of \$890,000.00 annually. Funding for these contracts are available through the FY 2015 Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action are proposals submitted by 3rd Generation Services LLC, to provide custodial services to the Department of Human Services, San Antonio Police Department, San Antonio Fire Department, Solid Waste Management, Department of Culture and Creative Development and the Parks and Recreation Department. The custodial services and cleaning frequency are required to provide coverage as required, including during public service hours, in order to maintain these facilities in a clean, attractive and orderly manner.

A. Department of Human Services, San Antonio Police Department, San Antonio Fire Department, Solid Waste Management and Department of Culture and Creative Development

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Custodial Services - Various City Facilities" (RFCSP 6100004278) on June 3, 2014, with a submission deadline of July 7, 2014. Six proposal responses were received. Two proposals were deemed non-responsive by the Economic Development Department due to respondents' failure to meet the Small Business Economic Development Advocacy

subcontracting requirement. 3rd Generation Services LLC was selected based on the City's standard RFCSP process.

The evaluation committee consisted of representatives from Department of Human Services and San Antonio Police 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, 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 9, 2014 to evaluate the four responsive proposals received. After committee review and discussion, individual technical scores were submitted and the aggregate scores were presented. After the aggregate scores were presented, the evaluation committee shortlisted the two top-ranked firms for interviews. The interviews were held on October 22, 2014. Following the interviews, individual scores were resubmitted and aggregate scores were presented again. After a recommendation for award was agreed upon by the selection committee, the pricing scores and the SBEDA scores were revealed. 3rd Generation Services LLC received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be for the period of January 1, 2015 through September 30, 2017. One additional one-year renewal at the City's option shall also be authorized by this ordinance.

B. Parks and Recreation Department

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Custodial Services - Parks and Recreation" (RFCSP 6100004780) on July 18, 2014, with a submission deadline of August 22, 2014. Ten proposal responses were received. Three proposals were deemed non-responsive by the Economic Development Department due to respondents' failure to meet the Small Business Economic Development Advocacy subcontracting requirement and one proposal was deemed non-responsive for failure to submit Price Schedule and other required documents. 3rd Generation Services LLC was selected based on the City's standard RFCSP process.

The evaluation committee consisted of representatives from Parks and Recreation and San Antonio Public Library. 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 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 10, 2014 to evaluate the six responsive proposals received. After committee review and discussion, individual technical scores were submitted and the aggregate scores were presented. After the aggregate scores were presented, the evaluation committee shortlisted the two top-ranked firms for interviews. The interviews were held on October 29, 2014. Following the interviews, individual scores were resubmitted and aggregate scores were presented again. After a recommendation for award was agreed upon by the evaluation committee, the pricing scores and the SBEDA scores were revealed. 3rd Generation

Services LLC received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be for the period of January 1, 2015 through December 31, 2017. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

These contracts will provide custodial services for multiple City locations; the Museo Alameda for Department of Culture and Creative Development, 16 locations including senior centers for Department of Human Services, the SAFD Services Division building for San Antonio Fire Department, 8 department gyms for San Antonio Police Department, 2 brush centers for Solid Waste Management Department and 44 facilities for Parks and Recreation. The contractor will clean the facilities on varying days and times in accordance with the completion of the scope of services during the specified hours for each facility. In addition, hourly service rates are included for and will provide supplemental coverage when requested on an on-call basis 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.

A. Department of Human Services, San Antonio Police Department, San Antonio Fire Department, Solid Waste Management and Department of Culture and Creative Development

The contract for the Department of Human Services, San Antonio Police Department, San Antonio Fire Department, Solid Waste Management and Department of Culture and Creative Development will be awarded in compliance with the 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 15 evaluation preference points to 3rd Generation Services LLC, as they are certified SBE and located within the San Antonio Metropolitan Statistical Area. Additionally, Goal Setting Committee also set a 26% Minority/Women Business Enterprise (M/WBE) subcontracting goal. 3rd Generation Services LLC has committed to 26% M/WBE subcontractor participation.

This contract is an exception to the Local Preference Program (LPP).

The Veteran-Owned Small Business Preference Program (VOSBPP) does not apply to non-professional service contracts, so no preference was applied to this contract.

B. Parks and Recreation Department

The contract for the Parks and Recreation Department will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by the 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 3rd Generation Services LLC, as they are certified SBE and located within the San Antonio Metropolitan Statistical Area. Additionally, Goal Setting Committee also set a 22% Minority/Women Business Enterprise (M/WBE) subcontracting goal. 3rd Generation Services LLC has committed to 40% M/WBE's subcontractor participation.

This contract is an exception to the LPP.

The VOSBPP does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the Department of Human Services, San Antonio Police Department, San Antonio Fire Department, Solid Waste Management, Department of Culture and Creative Development and the Parks and Recreation Department, 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 these services in-house. Processing individual procurements will affect the cost of services due to non-contract pricing.

FISCAL IMPACT:

Department of Human Services, San Antonio Police Department, San Antonio Fire Department, Solid Waste Management and Department of Culture and Creative Development

A. 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 for this contract is approximately \$400,000.00 annually. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

Parks and Recreation Department

B. 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 for this contract is approximately \$490,000.00 annually. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends the approval of these contracts with 3rd Generation Services LLC to provide the Department of Human Services, San Antonio Police Department, San Antonio Fire Department, Solid Waste Management, Department of Culture and Creative Development and the Parks and Recreation Department, with custodial services to ensure that these facilities remain uniformly clean, hygienic, orderly and attractive for an estimated annual cost of \$890,000.00.

The contracts are procured by means of Request for Competitive Sealed Proposal and Contracts Disclosure Forms are required.