



City of San Antonio

Agenda Memorandum

File Number: 14-2832

Agenda Item Number: 5.

Agenda Date: 12/4/2014

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Annual Contract for Mowing Service

SUMMARY:

This ordinance authorizes a contract with Cantu Contracting, Inc. to provide mowing services for the Parks and Recreation Department for an estimated amount of \$2,122,000.00 annually. The initial term for this contract is January 1, 2015 through December 31, 2016, with two additional one-year renewal options. Funding for this contract are available through the General Fund and Parks Environmental Fund.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Cantu Contracting, Inc. to provide mowing services for the Parks and Recreation Department. The mowing services and cycle frequency is required in order to maintain the grounds appearance for approximately 2,300 acres consisting of over 200 parks, trails, greenways and sports fields.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for “Annual Contract for Mowing Services” (RFCSP 6100004903) on August 8, 2014, with a submission deadline of September 17, 2014. The solicitation included the option to award contracts by sector with a total of five sectors; sector 1 - 581 acres, sector 2 - 531 acres, sector 3 - 354 acres, sector 4 - 285 acres and sector 5 - 616 acres. Six proposals were received. Two proposals were deemed non-responsive as respondents failed to meet the bid bond requirement and did not provide a bid bond with their response.

The evaluation committee consisted of representatives from the City Manager’s Office, Parks and Recreation Department, Transportation and Capital Improvements Department, and the Human Resources 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, 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; 30 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Twenty 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 23, 2014 to evaluate the four responsive proposals received. Of the four proposals, 3 respondents submitted a proposal for all five sectors and one respondent submitted a response for sector 4 only. 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 evaluation committee, the pricing scores and the SBEDA scores were revealed. Cantu Contracting, Inc. received the highest ranking and was recommended for award by the evaluation committee for all five sectors.

The initial term of the agreement shall be for the period of January 1, 2015 through December 31, 2016. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide the Parks and Recreation Department with a contractor that will furnish all the labor, materials and tools required to provide mowing services of approximately 2,300 acres consisting of over 200 parks, trails, greenways and sports fields. Mowing services will be completed according to an established schedule in five geographic locations throughout the City labeled Sectors 1 through 5. The schedule will provide the mowing cycle frequency by location. Mowing services shall include, but not be limited to, mowing, edging, trimming, leaf/debris blowing and sweeping. The scope of services does not include any irrigation, tree trimming or shrub pruning.

This contract 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 20 evaluation preference points to Cantu Contracting, Inc. as they are a certified SBE firm and located within the San Antonio Metropolitan Statistical Area.

Cantu Contracting, 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.

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

A post-solicitation briefing to the High Profile Contracts Council Committee was conducted on November 18, 2014.

ALTERNATIVES:

Should this contract not be approved, the Parks and Recreation Department would be required to process individual procurements to provide mowing services thus affecting the grounds appearance of the parks. 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 for this contract is approximately \$2,122,000.00 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 Cantu Contracting, Inc. to provide the Parks and Recreation Department with mowing services to ensure the ground appearance of parks, trails, greenways and sports fields remain manicured and attractive at an estimated annual cost of \$2,122,000.00.

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