



# City of San Antonio

## Agenda Memorandum

**File Number:** 15-3134

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**Agenda Item Number:** 5.

**Agenda Date:** 6/4/2015

**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 at Various City Locations

**SUMMARY:**

This ordinance authorizes a contract with Goodwill Industries of San Antonio to provide landscaping services at various City locations for an estimated amount of \$90,000.00 annually. Funding for this contract is available through the FY 2015 Operating Budget.

**BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by Goodwill Industries of San Antonio to provide landscaping services to include mowing, mulching, edging, shrub pruning, trimming, leaf/debris blowing and sweeping. The landscaping services and cycle frequency are required in order to maintain the grounds appearance for 14 locations consisting of Pre-K4SA East Campus, Animal Adoption and Veterinary Clinics, Callaghan Service Center, Fire Training Academy, Fire Training Academy Open Lot, Fire Services Facility, South Channel, Columbus Park, Cameron Median, Hayes St. Bridge, Buena Vista WIC Office (two locations), SAMHD Pecan Valley Office, and Fire Station #50.

Additionally, the contract will provide for irrigation inspection, maintenance and repairs for the existing irrigation systems for Pre-K4SA East Campus, Animal Adoption and Veterinary Clinics, Callaghan Service Center, Fire Training Academy and Fire Services Facility.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for “Annual Contract for Landscaping Services at Various City Locations” (RFCSP 6100005244) on December 19, 2014, with a submission deadline

of March 30, 2015. Nine proposal responses were received. Four proposals were deemed non-responsive; three respondents failed to meet the bid bond requirement and one respondent did not submit a complete price schedule.

The evaluation team consisted of representatives from the Animal Care Services Department, Building and Equipment Services Department, Fire Department, and Center City Development and Operations 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; 35 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 15 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 April 28, 2015 to evaluate the five responsive proposals received. After committee review and discussion, individual technical scores were submitted and the aggregate scores were presented, the evaluation committee shortlisted the two top-ranked firms for interviews. The interviews were held on May 5, 2015. Following the interviews, 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 scores and the SBEDA scores were revealed. Goodwill Industries of San Antonio received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be upon Council award through June 30, 2018 with two, one-year renewals at the City's option.

#### **ISSUE:**

This contract will provide Animal Care Services, Building and Equipment Services, Fire, Center City Development and Operations and Pre-K4SA Departments with a contractor that will furnish all labor, equipment, material, and supervision required to perform landscaping services to include mowing, mulching, edging, shrub pruning, trimming, leaf/debris blowing, sweeping and irrigation inspections, maintenance and repair. These services are required to establish landscape programs that will ensure the appearance that the grounds are attractive and orderly as well as maintaining the functionality of the irrigation system at select sites. Landscaping services will be completed according to an established schedule of mowing cycles throughout the City locations.

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, Animal Care Services, Building and Equipment Services, Fire, Center

City Development and Operations and Pre-K4SA Departments would be required to process individual procurements to provide landscaping services thus affecting the 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:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Departments' adopted budget approved by City Council. The total estimated cost for this contract is approximately \$90,000.00 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 to provide Animal Care Services, Building and Equipment Services, Fire, Center City Development and Operations and Pre-K4SA Departments with landscaping services to ensure the attractive and orderly appearance of the grounds as well as maintenance of the functionality of the irrigation systems at select sites at an estimated annual cost of \$90,000.00.

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