



City of San Antonio

Agenda Memorandum

File Number:16-1257

Agenda Item Number: 8.

Agenda Date: 2/18/2016

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: CityWide

SUBJECT:

Annual Contract for Landscaping Services-BES

SUMMARY:

This ordinance authorizes contracts with Goodwill Industries of San Antonio in the amount of \$56,000.00 annually and Due Amicis Inc., dba Green Landscaping in the amount of \$142,000.00 annually to provide landscaping services and irrigation maintenance and repair services for the Building and Equipment Services Department for a total amount of \$198,000.00 annually. Funding for these contracts is available through the FY 2016 Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Goodwill Industries of San Antonio to provide landscaping services at 10 locations, Zone 1, consisting of Fleet Administration, Southeast Service Center (Administration, Crew Quarter, Fleet Services), Traffic Operations, Police Training Academy Open Field and Driving Track, Public Safety Technology Center, Municipal Records Storage Facility, Northwest Service Center, Frank Wing Municipal Courts, Council District 1 Field Office, and Council District 4 Field Office in the annual amount of \$56,000.00. Also a proposal submitted by Due Amicis Inc., dba Green Landscaping to provide landscaping and irrigation maintenance and repair services at 13 locations, Zone 2, consisting of Animal Care Services, Cliff Morton Business Development Center, East Police Substation, Emergency Dispatch Center, Emergency Operations Center, Northeast Service Center, North Police Substation, Northwest Police Substation, Police Training Academy Administration (all areas except open field and driving

track), Public Safety Headquarters, SAPD Property & Evidence Facility, South Police Substation, and West Police Substation in the annual amount of \$142,000.00, which includes \$10,000.00 for irrigation repair services. The total annual amount for Council consideration is \$198,000.00 for the Building and Equipment Services Department. The landscaping services include but are not limited to mowing, edging, trimming, leaf blowing, litter removal and sweeping. Locations in Zone 1 do not contain an irrigation system. Locations in Zone 2 contain irrigation systems and contractor shall provide repair services, monthly preventative irrigation maintenance, annual inspections, irrigation winterization, and irrigation spring startup services, in addition to landscaping services.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for “Annual Contract for Landscaping Services - BES” (RFCSP 6100006195) on August 28, 2015, with a submission deadline of October 7, 2015. Five proposals were received and were deemed responsive and eligible for evaluation committee review.

The evaluation team consisted of representatives from the Building and Equipment Services Department, Animal Care Services Department, Health Department 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, 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 10 points allotted for respondent’s price schedule. A total of twenty points was allotted for the Small Business Economic Development Advocacy (SBEDA) Program, 10 points for SBE Prime Contractor Program Affirmative Procurement Initiative, and 10 points for M/WBE Prime Contractor Program Affirmative Procurement Initiative.

The evaluation committee met on November 2, 2015 to evaluate the five responsive proposals received. After committee review and discussion, the individual technical scores were submitted and the aggregate scores were presented, the evaluation committee shortlisted the two top ranked firms for interviews. Interviews were held on November 6, 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 for Zone 1 and Due Amicis dba Green Landscaping received the highest ranking for Zone 2 and were both recommended for award by the evaluation committee.

The initial term of the agreement shall be for a period of three years; April 1, 2016 through March 31, 2019. Two additional one-year renewals at the City’s option shall also be authorized by this ordinance.

ISSUE:

These contracts will provide the Building and Equipment Services Department with two contractors to provide landscaping services at 10 locations, Zone 1, and landscaping and irrigation maintenance and repair services at 13 locations, Zone 2. The total acreage for Zone 1 is approximately 61.3 acres and 69.16 acres for Zone 2. These services are required to establish landscaping programs that will ensure the appearance of the properties 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 will be awarded in compliance with the Small Business Economic Development Advocacy

(SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee (GSC) 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 highest ranked firm in Zone 1, Goodwill Industries of San Antonio is not a Small Business Enterprise (SBE) or Minority/Women Business Enterprise (M/WBE) and did not receive the available SBEDA preference points. The highest ranked firm in Zone 2, Due Amicis Inc., dba Green Landscaping is a Small Business Enterprise (SBE) and was awarded ten (10) evaluation preference points as they are certified SBE and located within the San Antonio Metropolitan Statistical Area.

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, the Building and Equipment Services Department would be required to process individual procurements to provide landscaping and irrigation maintenance and repair services thus affecting the appearance of City facilities. 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 Departments' adopted budget approved by City Council. The total estimated cost for this contract is approximately \$56,000.00 annually for Goodwill Industries of San Antonio for Zone 1 and \$142,000.00 for Due Amicis dba Green Landscaping for Zone 2. 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 Goodwill Industries of San Antonio in the amount of \$56,000.00 annually and Due Amicis dba Green Landscaping in the amount of \$142,000.00 annually to provide Building and Equipment Services Department with landscaping services to ensure the attractive and orderly appearance of the grounds as well as maintenance and repair of the functionality of the irrigation systems at select sites for an estimated annual cost of \$198,000.00.

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