



City of San Antonio

Agenda Memorandum

File Number:17-2588

Agenda Item Number: 12.

Agenda Date: 4/25/2017

In Control: Audit Committee

**CITY OF SAN ANTONIO
CONVENTION & SPORTS FACILITIES
HIGH PROFILE CONTRACT AUDIT COMMITTEE
INTERDEPARTMENTAL MEMO**

TO: Sheryl Sculley, City Manager

FROM: Michael J. Sawaya, Director, Convention & Sports Facilities

COPY:High Profile Audit Committee; Carlos Contreras, Assistant City Manager; Ben Gorzell Jr., CPA, Chief Financial Officer; Troy Elliott, CPA, Director, Finance; Kevin Barthold, City Auditor

SUBJECT: Post-Solicitation Briefing for Custodial and Supplemental Conversion Labor Services for the Alamodome

DATE: April 25, 2017

The Convention & Sports Facilities (CSF) will provide a post-solicitation briefing on the Custodial and Supplemental Conversion Labor Services for the Alamodome. A pre-solicitation briefing was presented to the High Profile Audit Committee on November 15, 2016.

The scope of work for this contract includes managing and providing custodial and supplemental conversion/labor services for the Alamodome. Custodial services includes cleaning the entire public facility and office areas as well as provide labor to help City staff in the conversion or transition from one type of event to another. The City will provide custodial cleaning products and supplies for restocking facilities; paper towels, toilet tissue, soap, glass cleaner, floor solution, mop, broom, etc. The CSF Department hosts a variety of trade, consumer, public, family and entertainment shows, conventions, civic and community events, meetings, concerts, and sporting events. These services are necessary to ensure the facilities are kept clean for events.

A Request for Competitive Sealed Proposals (RFCSP) for Custodial and Supplemental Conversion Labor Services for the Alamodome was released on November 18, 2016. The RFCSP was advertised in the San Antonio Express News and on the City's website. Responses were due January 11, 2017, and a total of four (4) proposals were received. Three (3) proposals were deemed non-responsive; one proposal was deemed non-responsive by the Economic Development Department due to respondent's failure to meet the Small Business Economic Development Advocacy subcontracting requirement, one proposal was deemed non-responsive due

to respondent not submitting a bid bond, and one respondent was deemed non-responsive for failure to submit a complete response to include all required forms and statement of qualifications.

A selection committee, consisting of representatives from the City Manager's Office, CSF, and the Valero Alamo Bowl evaluated and came to an overall consensus that the only responsive bid met all requirements outlined in the RFCSP to include: Background, Experience and Qualifications; Proposed Plan; Pricing and participation in the SBE Prime Contractor Program.

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 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 ten (10) preference points for participation in the SBE Prime Contract Program, ten (10) preference points for the MWBE Prime Contract Program and a 15% MWBE Subcontracting goal.

This item is tentatively scheduled for Council consideration on May 18, 2017.