



City of San Antonio

Agenda Memorandum

File Number:17-2816

Agenda Item Number: 6.

Agenda Date: 5/18/2017

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Custodial and Supplemental Conversion/Labor Services at Alamodome

SUMMARY:

This ordinance authorizes acceptance of a contract with Selrico Services, Inc. to provide and manage custodial and supplemental conversion/labor services for the Convention and Sports Facilities Department for an average annual cost of \$1,525,000.00. Funding for this contract is available through the FY2017 Community & Visitor Facilities Fund Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Selrico Services, Inc. to provide and manage custodial and supplemental conversion/labor services for the Convention and Sports Facilities Department for events held at the Alamodome. The contractor will provide custodial services to include daily, pre-event, event, post-event, and special project cleaning for the entire interior of the Alamodome (excluding catering and concession areas and tenant leased areas). Additionally, the contractor will provide supplemental conversion and labor services and provide staff to assist City facilities staff with conversion and transition from one type of event to another at the facilities.

The City issued a Request for Competitive Sealed Proposal for “Annual Contract for Custodial and Supplemental Conversion/Labor Services at Alamodome” on November 18, 2016, with a submission deadline of January 11, 2017. Four proposals were received. A total of three 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 for failure to meet the proposal bond requirements and for failure to submit RFCSP Attachment B - Price Schedule, and one respondent was deemed non-responsive for failure to submit any of the RFCSP proposal requirements and attachments that were established as part of the Request for Competitive Sealed Proposal.

The evaluation committee met on February 10, 2017 to evaluate the one responsive proposal received. After committee review and discussion, Selrico Services, Inc. was recommended for award by the evaluation committee based on committee consensus.

The evaluation committee consisted of representatives from the Office of the City Manager, Convention and Sports Facilities Department and Valero Alamo Bowl. The Finance Department, Purchasing Division, facilitated by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, service quality, previous performance, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications. Selrico Services, Inc. was selected based on evaluation committee consensus.

The initial term of the agreement shall be June 1, 2017 through May 31, 2022. One additional five-year renewal at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide Custodial and Supplemental Conversion/Labor Services for the Convention and Sports Facilities Department at the Alamodome. The custodial services include daily, pre-event, event, post-event, and special project cleaning of the entire interior of the facility and restocking restrooms with the exception of catering, concession, and tenant leased areas. The City will provide custodial cleaning products and supplies for cleaning and restocking facilities. Contractor will provide the equipment necessary to perform cleaning of large scale areas to include ride-on scrubbers and sweepers. The supplemental conversion/labor services will provide additional labor to help City staff in the conversion or transition from one type of event to another at the Alamodome and for other special projects or maintenance and repair tasks

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires solicitations be reviewed by a Goal Setting Committee (GSC) to establish a requirement and/or incentive in an effort to maximize the amount of small, minority, and women-owned business participation. The GSC applied the small and minority/ women-owned business enterprise (S/M/WBE) Prime Contract Program with a total of twenty (20) evaluation preference points and a M/WBE Subcontracting goal of fifteen (15%) percent. Selrico Services, Inc. is small, minority-owned business and has committed to self-perform 85% of the 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.

ALTERNATIVES:

Should this contract not be approved, the Alamodome would be required to process individual procurements to provide custodial and supplemental conversion/labor services as needed thus affecting the cleanliness and

appearance of the facilities and preparation of events. 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:

This ordinance authorizes a contract with Selrico Services, Inc., to provide custodial and supplemental conversion/labor services at the Alamodome for an average annual cost of \$1,525,000.00. Funding for this contract is available through the FY 2017 Community & Visitor Facilities Fund Operating Budget.

RECOMMENDATION:

Staff recommends approval of the contract with Selrico Services, Inc., to provide and manage custodial and supplemental conversion/labor services for the Convention and Sports Facilities Department at Alamodome for an average annual cost of \$1,525,000.00.

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