



City of San Antonio

Agenda Memorandum

File Number:17-6201

Agenda Item Number: 5.

Agenda Date: 1/11/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Acreage Shredding

SUMMARY:

This ordinance authorizes acceptance of a proposal from Cantu Contracting, Inc. to provide the Aviation and Fire departments with acreage shredding services for an estimated amount of \$69,000.00 annually. This annual contract will be funded by the Airport Maintenance and Operating Fund and General Fund.

BACKGROUND INFORMATION:

The City of San Antonio Aviation and Fire departments own vacant lots which require seasonal acreage shredding and brush/debris removal to effectively maintain access and keep the lots clean and safe. The lots are located on or near the San Antonio International Airport or adjacent to fire stations located throughout the city.

On August 2, 2017, the City issued a Request for Competitive Sealed Proposals for “Annual Contract for Acreage Shredding” and five proposals were received on September 15, 2017.

The evaluation committee consisted of representatives from both the Aviation and Fire departments. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures.

The evaluation of each proposal was based on a total of one hundred points: 35 points for experience, background, qualifications; 30 points for proposed plan; 15 points for price schedule; 10 points for ESBE Prime

Contract Program; and 10 points for M/WBE Prime Contract Program. Based on the City's standard RFCSP evaluation process, Cantu Contracting, Inc. was recommended for award.

The initial term of the agreement shall be for a period of three years. Two additional one-year renewals at the City's option will also be authorized by this ordinance.

ISSUE:

If approved, the contract with Cantu Contracting, Inc. will provide the Aviation Department with access to services in the estimated annual amount of \$45,000.00. The Fire Department will have access to services in the estimated annual amount of \$24,000.00.

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 the Emerging Small and Minority/ Women-Owned Business Enterprise Prime Contract Programs with ten (10) evaluation preference points awarded to Cantu Contracting, Inc., as they are certified SBE and M/WBE firm located within the San Antonio Metropolitan Statistical Area.

Recommended award 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 departments will be required to outsource shredding services on an as needed basis which may result in higher costs and less timely delivery of services. Without contracted access to the needed services, the vacant lots may not be as efficiently maintained in a clean and safe condition.

FISCAL IMPACT:

The estimated total amount for the acreage shredding services for both the Aviation and Fire departments is \$69,000.00 annually and will be funded by the Airport Maintenance and Operating Fund and General Fund.

RECOMMENDATION:

Staff recommends the approval of this annual contract with Cantu Contracting, Inc. for an estimated annual amount of \$69,000.00.

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