



City of San Antonio

Agenda Memorandum

File Number: 17-6447

Agenda Item Number: 7.

Agenda Date: 11/29/2017

In Control: Audit and Accountability Committee

CITY OF SAN ANTONIO FINANCE DEPARTMENT Interdepartmental Correspondence

TO: Sheryl Sculley, City Manager

FROM: Troy Elliott, CPA, Deputy Chief Financial Officer, Finance Department
Kevin Barthold, City Auditor

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Norbert Dziuk, Procurement Operations Lead; Russell J. Handy, Aviation Director; Ramiro S. Salazar, Library Director

SUBJECT: Consideration of Completed High Profile Solicitations

DATE: December 5, 2017

The following high profile projects have completed the solicitation process. These items are presented to the Audit and Accountability Committee for review prior to full City Council for consideration.

Annual Contract for Landscaping Services (Library) - Department issued a Request for Competitive Sealed Proposals to provide the Library with a contract for mowing and landscaping services at 27 library locations and irrigation maintenance and related services at 18 library locations. The contract also includes the Marquee area of Mission Library as managed by the World Heritage Office.

- Solicitation Type: RFCSP
- Number of Respondents: 6 (2 nonresponsive)
- Contract Value: \$1.71 Million
- Number of Contracts Awarded: 1
- Term of Contract: 3 years with 2, 1 year options
- Council Consideration: January 11, 2018
- Evaluation Criteria:
 - Experience, Background, Qualifications - 20 points
 - Proposed Plan - 35 points
 - Price/Compensation - 25 points
 - SBEDA - 20 points (10 points ESBE Prime; 10 points MWBE Prime)
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- SBEDA Subcontracting Requirements: 20% MWBE

- Voting Committee Members:
 - Kathy Donellan, Assistant Director, Library
 - Mark Jenkins, Library Facilities Manager, Library
 - Kate Gray, Public Service Administrator, Library
 - Ron Griego, Facilities Administrator, BES
 - Cathy Justice, Horticulturist, Parks

RFCSP 17-079, 6100008870 A/C for Landscape Services - SAPL Score Summary	Maximum Points	Firm 1	Firm 2
A - Experience, Background, Qualifications	20	20.00	10.40
B - Proposed Plan	35	30.00	16.00
C - Price	25	23.56	25.00
D - ESBE Prime Contract Program	10	0.00	0.00
D - M/WBE Prime Contract Program	10	0.00	0.00
TOTAL SCORE	100	73.56	51.40
RANK BASED ON TOTAL SCORE		1	2

Due diligence conducted for the respondents to the above solicitations included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No findings were noted that would prevent the City from awarding to the selected vendors.

Staff recommends committee approval to proceed with scheduling these items for full City Council consideration.