



City of San Antonio

Agenda Memorandum

File Number:18-1973

Agenda Item Number: 4.

Agenda Date: 2/20/2018

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

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Norbert Dziuk, Procurement Operations Lead; Ramiro S. Salazar, Library Director

SUBJECT: Consideration of High Profile Solicitations for Release

DATE: February 20, 2018

The following high profile solicitation is scheduled to be released within the next month:

Annual Contract for Custodial Services - San Antonio Public Library (Library) - The Library Department is seeking proposals from qualified contractors interested in providing custodial services for San Antonio Public Library facilities such as routine, non-routine and as requested special cleaning tasks. These services must be provided in a manner conducive to the goals of maintaining library facilities in a positive image to our patrons. This contract includes optional pricing for services at Central Library. City will choose whether to award services at Central Library at the time the remainder of the contract is awarded. If Central Library is awarded, City will inform contractor of the date those services will begin, which may be different from the date services begin for the branch locations. If City does not award full services at Central Library, then services will be provided at Central Library only as an augmentation of the current City of San Antonio custodial staff.

Department: Library

Solicitation Type: Request for Competitive Sealed Proposals

Release Date: February 23, 2018

Closing Date: March 30, 2018

Proposed Council Date: May 17, 2018

Estimated Value: \$12 Million

Proposed Term: 3 years with 2, 1 year options

Contact Information: Kathleen Donellan, Assistant Director - Support Services

Evaluation Criteria: Experience, Background, Qualifications: 30 points

Proposed Plan: 35 points

Price: 15 points

SBEDA: 20 points (10 points SBE and 10 points MWBE Prime Contract Program)

SBEDA Subcontracting Requirements: 29% MWBE; 5% AABE

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

- Lori Houston, Assistant City Manager, City of San Antonio
- Kathy Donellan, Assistant Director - Support Services, Library Department
- Mark Jenkins, Facility Manager, Library Department
- Elma Nieto-Rodriguez, Public Service Administrator, Library Department
- Ron Griego, Building Services Supervisor, Building & Equipment Services Department
- Nancy Gandara, President, Friends of the San Antonio Public Library