



# City of San Antonio

## Agenda Memorandum

**File Number:**18-3578

---

**Agenda Item Number:** 4.

**Agenda Date:** 8/30/2018

**In Control:** City Council A Session

---

**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Custodial Services for La Villita, Market Square, Centro de Artes Building, Centro Information Center, Downtown Lavatory, San Antonio Garden Center and Brush Recycling Centers

### **SUMMARY:**

This ordinance authorizes a contract with 3rd Generation Services, LLC to provide custodial services for the Center City Development and Operations Department, Parks and Recreation Department and the Solid Waste Management Department for an estimated amount of \$614,000.00 annually. Funding for this contract is available through the departments' FY 2018 Adopted Operating Budget.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by 3rd Generation Services, LLC to provide custodial services for the Center City Development and Operations Department at La Villita, Market Square, Centro de Artes Building, Centro Information Center and the Downtown Lavatory; Parks and Recreation Department at San Antonio Garden Center; and the Solid Waste Management Department at both the Bitters Road and Nelson Garden Brush Recycling Centers. The custodial services and cleaning frequency are required to provide coverage during public service hours in order to maintain these facilities in a clean, attractive and orderly manner.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Custodial Services for La Villita, Market Square, Centro de Artes Building, Centro Information Center, Downtown Lavatory, San Antonio Garden Center and Brush Recycling Centers" (RFCSP 6100009414) on January 22, 2018, with a submission deadline of February 28, 2018. Nine proposal responses were received. Two proposals were deemed non-

responsive by the Economic Development Department due to the respondents' failure to meet the Small Business Economic Development Advocacy subcontracting requirement. An additional two proposals were deemed non-responsive for failure to submit RFCSP Attachment B - Price Schedule attachments that were established as part of the Request for Competitive Sealed Proposal. 3rd Generation Services, LLC is recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Center City Development and Operations Department, Building and Equipment Services Department and the Parks and Recreation Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Ten preference points were allotted for the Small Business Economic Development Advocacy Program, ESBE Prime Contractor Program Affirmative Procurement Initiative, and ten preference points allotted for the M/WBE Prime Contractor Program Affirmative Procurement Initiative. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on April 26, 2018 to evaluate the five responsive proposals received. After committee review and discussion, individual technical scores were submitted. The Center City Development and Operations Department requested a best and final offer from all five respondents to provide pricing based on decreased custodial staff for the 2nd shift for La Villita and, increased days of services to five days a week for Centro de Artes Building. Respondents submitted their best and final offers on August 09, 2018. 3rd Generation Services, LLC received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be October 1, 2018 through June 30, 2021. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

## **ISSUE:**

This contract will provide custodial services at La Villita, Market Square, Centro de Artes Building, Centro information Center, Downtown Lavatory, San Antonio Garden Center and the Brush Recycling Centers. The contractor will provide custodial services for La Villita, Market Square, Centro Information Center, and Downtown Lavatory and clean the facilities seven days a week, within two 8 hour day shifts. The contractor will provide custodial services three days a week, four hours per day at the Centro de Artes Building, and custodial services will be provided 5 days per week, 3 hours per day at the San Antonio Garden Center. At the Nelson Garden and Bitters Road Brush Recycling Centers, custodial services will be provided once a month. In addition, hourly service rates are included for and will provide supplemental coverage when requested and on an "on-call" basis for immediate needs at La Villita, Market Square, and San Antonio Garden Center locations. The contractor will ensure the facilities are uniformly cleaned, orderly and attractive for patrons. The custodial services include, but are not limited to, general cleaning, disinfecting, trash removal, floor cleaning, and floor maintenance. The contractor shall provide all cleaning supplies and equipment to perform these services, as well as products to re-stock facilities including restrooms.

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 Program with ten (10) evaluation preference points awarded to 3rd Generation Services, LLC as they are a certified SBE and M/WBE

firm located within the San Antonio Metropolitan Statistical Area.

Additionally, Goal Setting Committee also set a 32% Minority/Women-Owned Business Enterprise (M/WBE) subcontracting goal and a 5% African American Business Enterprise (AABE) subcontracting goal. 3rd Generation Services, LLC is a small, minority, women-owned firm that will be self-performing the Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal and has committed to satisfying the African American Business Enterprise (AABE) subcontracting goal.

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 Center City Development and Operations Department, Parks and Recreation Department and the Solid Waste Management Department would be required to process individual procurements on an as needed basis to provide custodial services thus affecting the cleanliness and appearance of the facilities. Processing individual procurements will affect the cost and timeliness of required services. These departments do not have the staff to perform these services in-house.

#### **FISCAL IMPACT:**

This ordinance authorize s a contract agreement with 3rd Generation Services, LLC to provide custodial services for an estimated cost of \$614,000.00 annually. Funding for Center City Development and Operations Department is available from the General Fund for an estimated annual amount of \$146,000.00 for La Villita; \$54,000.00 for Centro Information Center and, \$9,000.00 for the Downtown Lavatory, and available from the Market Square Enterprise Fund for an estimated annual amount of \$357,000.00 for Market Square and, \$27,000.00 for Centro de Artes Building. Funding for the San Antonio Garden Center for an estimated amount of \$15,000.00 annually is available in the Parks and Recreation Department's FY 2018 General Fund budget. Funding for the Brush Recycling Centers for an estimated annual amount of \$5,900.00 is available in the Solid Waste Operating and Maintenance Fund.

#### **RECOMMENDATION:**

Staff recommends the approval of this contract with 3rd Generation Services, LLC to provide the Center City Development and Operations Department, Parks and Recreation Department and the Solid Waste Management Department with custodial services to ensure that these facilities remain uniformly clean, hygienic, orderly and attractive for an estimated annual cost of \$614,000.00.

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