



City of San Antonio

Agenda Memorandum

File Number:18-4608

Agenda Item Number: 4.

Agenda Date: 9/6/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Mowing of Medians

SUMMARY:

This ordinance authorizes acceptance of a contract with LA MED Facility Maintenance, Inc. to provide median mowing services in the Northwest and Northeast Quadrants of the City for the Transportation and Capital Improvements Department for an estimated annual cost of \$255,000.00. Funding for this contract is available through the FY 2019 Storm Water Fund.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by LA MED Facility Maintenance, Inc. to provide median mowing services in the Northwest and Northeast Quadrants of the City; which consist of approximately 118.39 acres. Contract shall include all labor, equipment, material, tools and maintenance to provide services that include, but are not limited to, mowing, edging, trimming, sweeping and leaf/debris blowing. This contract also requires canopying trees in the medians to protect oak trees from disease. Litter, trash and debris shall be picked up at each location and legally disposed of during the twelve cycle maintenance schedule from October thru September.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for “Annual Contract for Mowing of Medians “ (RFCSP 6100010017) on April 06, 2018, with a submission deadline of May 07, 2018. One proposal response was received and was deemed responsive for evaluation. LA MED Facility Maintenance, Inc. was selected based on the City’s standard RFCSP evaluation process.

The evaluation team consisted of representatives from the Transportation and Capital Improvements Department and Building and Equipment Services Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm's qualifications, experience, and quality of service, previous performance, proposed plan and price schedule. Additional categories of consideration included references and an interview with LA MED Facility Maintenance, Inc. The evaluation of this proposal response was based on a Consensus Scoring due to receipt of only one response.

The evaluation committee met on June 20, 2018 to interview and evaluate the proposal submitted by LA MED Facility Maintenance, Inc. Upon completion of the interview and discussions with respondent, the evaluation committee members submitted Consensus Score Summary Sheets. Consensus voting was unanimous with all members recommending award to LA MED Facility Maintenance, Inc.

The initial term of the agreement shall be for a period of two years. An additional one-year renewal at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide the Transportation and Capital Improvements Department with a contractor to provide mowing services for approximately 118.39 acres located in the Northwest and Northeast Quadrants of the City. These services are currently performed by Transportation and Capital Improvements Department staff. City crews will continue maintaining the medians in the Southeast & Southwest Quadrants.

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.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. LA MED Facility Maintenance, Inc. is an emerging small minority-owned firm located within the San Antonio Metropolitan Statistical Area and will be self-performing the 17% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal. Additionally, they have agreed to meet the 2% African American Business Enterprise (AABE) subcontracting goal.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) 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 Storm Water Division of Transportation and Capital Improvements Department will not meet the twelve cycle performance measure for median mowing in FY 2019. The department does not have sufficient staff to perform these services for all quadrants in the City.

FISCAL IMPACT:

All expenditures will be in accordance with the Department's FY 2019 adopted Storm Water Fund approved by City Council and the Transportation and Capital Improvements Department. The total estimated annual cost of this contract is \$255,000.00.

RECOMMENDATION:

Staff recommends the approval of this contract with LA MED Facility Maintenance, Inc. to provide the Storm Water Division of Transportation and Capital Improvements Department with median mowing services to ensure the medians are mowed; curbs are cleaned of debris/trash; and canopying trees to provide a well-maintained appearance at an estimated annual cost of \$255,000.00.

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