



# City of San Antonio

## Agenda Memorandum

**File Number:**18-4813

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**Agenda Item Number:** 5.

**Agenda Date:** 9/20/2018

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Annual Contract for Custodial Services - San Antonio Public Library

### **SUMMARY:**

This ordinance authorizes a contract with Selrico Services, Inc. to provide custodial services for the San Antonio Public Library for an estimated amount of \$1,206,491.58 annually. Funding for this contract is available through the Adopted FY 2019 Operating Budget in the City's General Fund.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by Selrico Services, Inc. to provide custodial services at twenty-six San Antonio Public Library branch locations. The custodial services for the branch libraries were outsourced in September 2009 in order to increase the custodial services coverage during public service hours and the cleaning frequency to maintain the libraries in a clean, attractive and orderly manner. The contract will provide custodial services associated with routine cleaning, non-routine cleaning, day porter service and event / meeting room set up. This contract may also provide personnel to augment Central Library custodial staff as needed. Contract also contains pricing for full custodial services to be performed at Central Library should that option be exercised.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for "Annual Contract for Custodial Service - San Antonio Public Library" (RFCSP 18-019, 6100009736) on April 20, 2018 with a submission deadline of May 23, 2018. Six proposal responses were received. One proposal was deemed non-responsive by the Economic Development Department due to the respondent's failure to meet the Small Business

Economic Development Advocacy subcontracting requirement. Selrico Services, Inc. is recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the City Manager's Office, San Antonio Public Library, the Building and Equipment Services Department, and public citizen involvement. 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; 20 points allotted for experience, background, qualifications; 40 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Twenty preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program; ten preference points for SBE 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 July 19, 2018 to evaluate the five responsive proposals received. After committee review and discussion, individual technical scores were submitted. The evaluation committee selected two respondents for interviews which were held on August 9, 2018. Following the interviews, the evaluation committee met and individual scores were re-submitted and aggregate scores were presented again. Once scores were finalized by the evaluation committee, the pricing scores and the SBEDA scores were revealed. Selrico Services, Inc. received the highest ranking and was recommended for award by the evaluation committee.

A post solicitation briefing was presented to the Audit Committee on August 23, 2018.

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

#### **ISSUE:**

This contract will provide the San Antonio Public Library Department with full custodial services at all Library locations except the Central Library, Potranco Branch Library, Molly Pruitt Library at Roosevelt High School and the Kampmann Library Portal at the Briscoe Art Museum. Custodial services at these facilities are provided through separate agreements. These services are to be provided in a manner conducive to the goals of maintaining library facilities in a clean, attractive and orderly manner.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Selrico Services, Inc. is a small, minority-owned firm that received twenty evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area and will be self-performing the 29% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal. Additionally, they have agreed to meet the 5% 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 San Antonio Public Library Department would be required to utilize

alternative custodial services including the processing of individual procurements which could negatively impact the cost of services due to non-contract pricing. Additionally, there is not sufficient staff at library branch locations to provide custodial services.

**FISCAL IMPACT:**

This ordinance authorizes a contract with Selrico Services, Inc. to provide custodial services for the San Antonio Public Library for an estimated amount of \$1,206,491.58 annually. Funding for this contract is available through the Adopted FY 2019 Operating Budget in the City's General Fund.

**RECOMMENDATION:**

Staff recommends the approval of this contract with Selrico Services, Inc. in the estimated amount of \$1,206,491.58 annually to provide San Antonio Public Library Department with custodial service.

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