



# City of San Antonio

## Agenda Memorandum

**File Number:**18-4890

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**Agenda Item Number:** 4.

**Agenda Date:** 8/23/2018

**In Control:** Audit and Accountability Committee

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### **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; Ramiro Salazar, Library Director

**SUBJECT:** Consideration of Completed High Profile Solicitation

**DATE:** August 23, 2018

The following high profile project has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to full City Council for consideration.

**Annual Contract for Custodial Services - SAPL (Library)** - Department issued a Request for Competitive Sealed Proposals to provide the Library Department with a contract for custodial services at all Library Branch locations.

- Solicitation Type: Request for Competitive Sealed Proposals
- Contract Value: \$6.1 Million
- Term of Contract: 3 years with 2, 1 year options
- Number of Respondents: 6 (1 Respondent deemed non-responsive for not meeting subcontracting goal)
- Contracts to be Awarded: 1
- Council Consideration: September, 2018
- Evaluation Criteria:
  - Experience, Background, Qualifications - 20 points
  - Proposed Plan - 40 points
  - Price - 20 points
  - SBEDA Program - 20 points
    - SBE Prime Contract Program - 10 points
    - MWBE Prime Contract Program - 10 points
- SBEDA Subcontracting Requirements: 29% M/WBE, 5% AABE
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- Voting Committee Members:

- Lori Houston, Assistant City Manager, City Manager's Office
- Ramiro S. Salazar, Director, Library
- Kathy Donellan, Assistant Director - Support Services, Library
- Mark Jenkins, Library Facilities Manager, Library
- Jimmy Jimenez, Bazan Branch Manager, Library
- Guadalupe Saldana, Custodial Services Manager, Building and Equipment Services
- Nancy Gandara, President, Friends of San Antonio Public Library

<b>RFCSP 18-019, Custodial Service - SAPL</b>	<b>Maximum Points</b>	<b>Firm #1</b>	<b>Firm #2</b>
<b>Score Summary FINAL EVALUATION Thursday, August 9, 2018</b>			
<b>A - Experience, Background, Qualifications</b>	<b>20</b>	<b>19.57</b>	<b>12.29</b>
<b>B - Proposed Plan</b>	<b>40</b>	<b>38.57</b>	<b>23.57</b>
<b>C - Price</b>	<b>20</b>	<b>16.48</b>	<b>17.02</b>
<b>D - SBEDA Program SBE Prime Contract</b>	<b>10</b>	<b>10.00</b>	<b>10.00</b>
<b>D - SBEDA Program M/WBE Prime Contract</b>	<b>10</b>	<b>10.00</b>	<b>10.00</b>
<b>TOTAL SCORE</b>	<b>100</b>	<b>94.62</b>	<b>72.88</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>1</b>	<b>2</b>

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 vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.