



City of San Antonio

Agenda Memorandum

File Number:18-5800

Agenda Item Number: 9.

Agenda Date: 10/16/2018

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT
Interdepartmental Correspondence**

TO: Sheryl Sculley, City Manager

FROM: Xavier D. Urrutia, Director, Parks and Recreation Department

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer; Maria Villagomez, Assistant City Manager, Norbert Dziuk, Procurement Operations Lead

SUBJECT: Consideration of Completed High Profile Solicitation

DATE: October 16, 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 Portable Toilets (Parks) - Department issued a Request for Competitive Sealed Proposals to provide the rental and servicing of Standard and Americans with Disabilities Act (ADA) compliant portable chemical toilets at various City locations. These items are utilized by various City departments to provide the general public access to portable restrooms in parks, at special outdoor events, holiday events, or when facilities are undergoing repairs.

- Solicitation Type: Request for Competitive Sealed Proposals
- Contract Value: \$2.2 Million
- Term of Contract: 3 years with 2, 1 year options
- Number of Respondents: 3 (1 respondent submitted incomplete proposal and deemed non-responsive)
- Contracts to be Awarded: 1
- Council Consideration: December 6, 2018
- Evaluation Criteria:
 - Experience, Background, Qualifications: 35 points
 - Proposed Plan: 35 points
 - Price: 20 points

- SBEDA: 10 points

- Small Business Enterprise (SBE) Prime Contract Program - 10 points

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members: Homer Garcia III, Assistant Director, Parks and Recreation Department
 Michael Baldwin, Parks Manager, Parks and Recreation Department
 Sandy Jenkins, Parks Project Manager, Parks and Recreation Department
 Edgar Olivas, Facility Supervisor, Market Square, Center City Development and Operations
 David McDaniel, Compliance Manager, Solid Waste Management Department

Below is the summary of the scoring for the proposals deemed responsive and scored by the evaluation team.

RFCP 18-076, RFx: 6100010378 Annual Contract for Portable Chemical Toilets Tuesday, October 9, 2018 Score Summary Final Evaluation	Maximum Points	Firm 1	Firm 2
A - Experience, Background, Qualifications	35	33.60	28.00
B - Proposed Plan	35	31.00	23.20
C - Price Schedule	20	15.79	20.00
D - SBEDA - SBE Prime Contract Program	10	10.00	0.00
TOTAL SCORE	100	90.39	71.20
RANK BASED ON TOTAL SCORE		1.00	2.00

Due diligence conducted for the respondents to the above solicitation 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.