



# City of San Antonio

## Agenda Memorandum

**File Number:**18-5810

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**Agenda Item Number:** 8.

**Agenda Date:** 10/16/2018

**In Control:** Audit and Accountability Committee

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**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 Mowing Services (Parks)** - Department issued a Request for Competitive Sealed Proposals to provide mowing services for various City Parks, trails and greenways within specified geographic sectors. The City will award proposals by geographic sector. These services are required to maintain a professional grounds appearance of park areas, trail heads, greenways and sports fields which are all under the direct supervision of the Parks and Recreation Department. Mowing services shall include, but are not limited to, mowing, edging, trimming, leaf/debris blowing and sweeping. The scope of services does not include any irrigation, tree trimming or shrub pruning.

- Solicitation Type: Request for Competitive Sealed Proposals
- Contract Value: \$9.3 Million
- Term of Contract: 3 years with 2, 1 year options
- Number of Respondents: 3 (2 respondents deemed non-responsive for failure to meet bid bond requirements)
- Contracts to be Awarded: 1
- Council Consideration: December 6, 2018
- Evaluation Criteria:
  - Experience, Background, Qualifications: 30 points
  - Proposed Plan: 30 points

- Price: 20 points
- SBEDA: 20 points
  - Small Business Enterprise (SBE) Prime Contract Program - 10 points
  - Minority Women-Owned Business Enterprise (M/WBE) Prime Contract Program - 10 points

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members: Maria Villagomez, Assistant City Manager, City Manager's Office  
 Homer Garcia III, Assistant Director, Parks and Recreation Department  
 Grant Ellis, Natural Resources Manager, Parks and Recreation Department  
 Michael Baldwin, Parks Manager, Parks and Recreation Department  
 Kristen Hansen, Watershed and Park Operations Manager, San Antonio River Authority

The Evaluation Committee met and evaluated the sole respondent based on the vendor's Experience, Background, and Qualifications, and Proposed Operating Plan. The sole responsive bidder demonstrated in their proposal the ability to meet service demand on the basis of existing fleet inventory / equipment; staffing levels; quality control plan; and environmental practices. Based on this information, the consensus of the committee was to award to the sole responsive bidder. Due diligence conducted for the recommended vendor 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.