



# City of San Antonio

## Agenda Memorandum

**File Number:**18-6125

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**Agenda Item Number:** 5.

**Agenda Date:** 12/13/2018

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** City Wide

### **SUBJECT:**

Annual Contract for Mowing Services - Parks and Recreation Department

### **SUMMARY:**

This ordinance authorizes a contract with Cantu Contracting, Inc. to provide mowing services for the Parks and Recreation Department for an estimated amount of \$1,860,000 annually. Of this amount, \$230,800 will be funded through the Parks and Recreation General Fund FY 2019 Adopted Budget and \$1,629,200 from the Environmental Fund FY 2019 Adopted Budget.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by Cantu Contracting, Inc. to provide all labor, material and equipment to perform mowing services for the Parks and Recreation Department. The mowing services and cycle frequency are required in order to maintain the grounds appearance for approximately 2,000 acres consisting of over 200 parks, trails, greenways and sports fields.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Annual Contract for Mowing Services - Parks and Recreation Department” (RFCSP 6100010285) on July 6, 2018, with a submission deadline of August 20, 2018. The solicitation included the option to award by sector with a total of seven sectors; sector one - 348.05 acres, sector two - 385.62 acres, sector three - 435.54 acres, sector four - 439.26 acres, sector five - 80.67 acres, sector six - 15.81 acres, and sector seven - 138.04 acres. Three proposal responses were received. Two proposals were deemed non-responsive for the respondent’s failure to meet the bid bond requirement. The proposal submitted by Cantu Contracting, Inc. was deemed eligible for evaluation.

The evaluation committee met on October 9, 2018 to evaluate the one responsive proposal received. The evaluation committee consisted of representatives from the City Manager's Office, Parks and Recreation Department, and the San Antonio River Authority (SARA). 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 financial qualifications. After committee review and discussion, Cantu Contracting, Inc. was recommended for award by the evaluation committee based on consensus scoring.

The initial term of the agreement shall be for the period January 1, 2019 through June 30, 2022. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide the Parks and Recreation Department with a contractor that will furnish all the labor, materials and equipment required to provide mowing services of approximately 2,000 acres consisting of over 200 parks, trails, greenways and sports fields. Mowing services will be completed according to an established schedule in seven geographic locations throughout the City. The schedule will provide the mowing cycle frequency by location. Mowing services shall include, but not limited be to, mowing, edging, trimming, leaf/debris blowing and sweeping. The scope of services does not include any irrigation, tree trimming or shrub pruning.

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. The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points awarded to Cantu Contracting, Inc. as they are a certified SBE and M/WBE firm located within the San Antonio Metropolitan Statistical Area.

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 Parks and Recreation Department would be required to process individual procurements to provide mowing services thus affecting the grounds appearance of the parks, trails, greenways and sports fields. The department does not have the staff to perform these services in-house. Processing individual procurements will affect the cost of services due to non-contract pricing.

#### **FISCAL IMPACT:**

This ordinance authorizes a contract with Cantu Contracting, Inc. to provide mowing services for the Parks and Recreation Department for an estimated cost of \$1,860,000 annually. Of this amount, \$230,800 will be funded through the Parks and Recreation General Fund FY 2019 Adopted Budget and \$1,629,200 from the Environmental Fund FY 2019 Adopted Budget.

**RECOMMENDATION:**

Staff recommends the approval of this contract with Cantu Contracting, Inc. to provide the Parks and Recreation Department with mowing services to ensure the ground appearance of parks, trails, greenways and sports fields remain manicured and attractive at an estimated annual cost of \$1,860,000.

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