



# City of San Antonio

## Agenda Memorandum

**File Number:**18-6172

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**Agenda Item Number:** 3.

**Agenda Date:** 11/13/2018

**In Control:** Audit and Accountability Committee

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### **CITY OF SAN ANTONIO DEPARTMENT OF HUMAN SERVICES**

**TO:** Sheryl Sculley, City Manager

**FROM:** Melody Woosley, Human Services Director

**COPY:** Audit and Accountability Committee; Maria Villagómez, Assistant City Manager; Carlos Contreras, Assistant City Manager; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Post-Solicitation Briefing for Annual Contract for Custodial Services - Various City Facilities

**DATE:** November 13, 2018

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

The City of San Antonio solicited proposals from qualified contractors to provide a custodial maintenance program that ensures facilities are uniformly clean, hygienic, orderly and attractive. Custodial services include, but are not limited to, all standard custodial tasks such as trash and recycle removal, sweeping, dusting, mopping, floor and restroom maintenance, window cleaning, and any other services required for the cleanliness of the facility. Contractor shall furnish all cleaning and custodial maintenance supplies and commercial equipment necessary to perform the services.

The Department of Human Services released an RFCSP for an Annual Contract for Custodial Services at 34 City facilities on June 6, 2018. Facilities included in the RFCSP span a total of four (4) City departments: Department of Human Services (DHS), San Antonio Fire Department (SAFD), San Antonio Police Department (SAPD) and Solid Waste Management Department (SWMD). Responses to the RFCSP were due July 20, 2018.

- Solicitation Type: Request for Competitive Sealed Proposals
- Contract Value: \$5.3 million
- Term of Contract: 3 years with 2, 1-year renewals
- Number of Respondents: 5

- Contracts to be Awarded: 1
- Council Consideration: December 6, 2018
- Evaluation Criteria:
  - Experience, Background, Qualifications - 30 Points
  - Proposed Plan - 35 Points
  - Price - 15 Points
  - SBEDA Program - 20 Points
    - Small Business Enterprise (SBE) Prime Contract Program - 10 Points
    - Minority Women-Owned Business Enterprise (M/WBE) Prime Contract Program - 10 Points
- SBEDA Subcontracting Requirement:
  - M/WBE - 30%
  - AABE - 7%
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- Voting Committee Members:
  - Edward Gonzales, Assistant Director, Department of Human Services
  - Yolanda Perez, Administrator, Department of Human Services
  - Deidre Murphy, Social Services Manager, Department of Human Services
  - Eric Teague, Special Projects Manager, Department of Human Services
  - Andrea Griffin, Contracts Officer, San Antonio Fire Department
  - Francisco Garcia, Facilities Manager, San Antonio Police Department

RFC SP 2018-084 Annual Contract for Custodial Services - Various City Facilities  Final Score Summary RF x 6100010398 SHORTLISTED / INTERVIEWED  Friday, November 2, 2018	Maximum Points	Firm 1	Firm 2	Firm 3
A - Experience, Background, Qualifications	30	29.00	22.83	21.17
B - Proposed Plan	35	32.17	23.83	25.83
C - Price Schedule	15	9.57	15.00	13.01
D - SBEDA - SBE Prime Contract Program	10	10.00	10.00	10.00
D - SBEDA - M/WBE Prime Contract Program	10	10.00	10.00	10.00
TOTAL SCORE	100	90.74	81.66	80.01
RANK BASED ON TOTAL SCORE		1.00	2.00	3.00

Due diligence conducted for the respondents to the above solicitations included a search of local, state, and federal websites, and reference checks.

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