



City of San Antonio

Agenda Memorandum

File Number:18-6296

Agenda Item Number: 7.

Agenda Date: 12/6/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Custodial Services for Various City Facilities

SUMMARY:

This ordinance authorizes a contract with Selrico Services, Inc. to provide custodial services for the Department of Human Services, San Antonio Fire Department, San Antonio Police Department, Transportation and Capital Improvements Department and the Solid Waste Management Department for an estimated amount of \$1,100,000.00 annually. Funding for this contract is available through each departments' respective FY 2019 Adopted Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Selrico Services, Inc. to provide custodial services for the Department of Human Services, San Antonio Fire Department, San Antonio Police Department, Transportation and Capital Improvements Department and the Solid Waste Management Department. The custodial services and cleaning frequency are required to provide coverage during public service hours in order to maintain these facilities in a clean, attractive and orderly manner.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Custodial Services for Various City Facilities" (RFCSP 6100010398) on June 6, 2018, with a submission deadline of July 20, 2018. Five proposal responses were received and were all deemed eligible for evaluation. Selrico Services, Inc. is recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Department of Human Services, San Antonio Fire Department, and San Antonio Police Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 15 points allotted for respondent's price schedule. Ten preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contractor Program Affirmative Procurement Initiative, and ten preference points allotted for the M/WBE Prime Contractor Program Affirmative Procurement Initiative. Additional categories of consideration included references and financial qualifications.

Prior to committee evaluation, a best and final offer was requested from all five respondents to add custodial services at the Culebra Complex consisting of approximately 25,547 square feet to the scope of services. Responses were received on September 20, 2018.

The evaluation committee met on October 3, 2018 to evaluate the five responsive proposals received. After committee review and discussion, a second best and final offer was requested from all five respondents to address service level changes and removal of two sites. Responses were received on October 16, 2018. The evaluation committee reconvened on October 24, 2018 to continue review and discussion of proposals. The evaluation committee elected to interview the three top-ranked firms. The interviews were held on November 2, 2018. Following the interviews, Selrico Services, Inc. received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be January 1, 2019 through September 30, 2021. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide custodial services for the following City departments:

Human Services	18 locations	207,000 square feet
Police	15 locations	46,020 square feet
Fire	2 locations	22,000 square feet
Solid Waste Management	1 location	19,275 square feet
Transportation and Capital Improvements	1 location	6,272 square feet

The contractor will clean the facilities on varying days and times in accordance with the service level and specified hours for each facility. In addition, hourly service rates are included to provide supplemental coverage when requested on an on-call basis for immediate needs at all locations. Contract also includes pricing to add services for facilities added during the term of the contract.

The contractor will ensure the facilities are continuously and uniformly cleaned, orderly and attractive for patrons and staff. The custodial services include, but are not limited to, general cleaning, disinfecting, trash removal, floor cleaning, and floor maintenance. The contractor shall provide all cleaning supplies and equipment to perform the services, as well as products to re-stock facilities including restrooms.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Selrico Services, Inc. is a small, minority-owned firm that received twenty evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area and will be self-performing the 30% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

Additionally, they have agreed to meet the 7% African American Business Enterprise (AABE) subcontracting goal.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business 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 Department of Human Services, San Antonio Fire Department, San Antonio Police Department, Transportation and Capital Improvements Department and the Solid Waste Management Department would be required to process individual procurements on an as needed basis to provide custodial services thus affecting the cleanliness and appearance of the facilities. Processing individual procurements will affect the cost and timeliness of required services. These departments do not have the staff to perform these services in-house.

FISCAL IMPACT:

This ordinance authorizes a contract with Selrico Services, Inc. to provide custodial services in an estimated amount of \$1,100,000.00 annually. Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted operating budget approved by City Council. Purchases made by the Department are as needed and dependent upon available funds within their adopted operating budget.

RECOMMENDATION:

Staff recommends the approval of these contracts with Selrico Services, Inc. to provide the Department of Human Services, San Antonio Fire Department, San Antonio Police Department, Transportation and Capital Improvements Department and the Solid Waste Management Department with custodial services to ensure that these facilities remain uniformly clean, hygienic, orderly and attractive for an estimated annual cost of \$1,100,000.00.

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