



City of San Antonio

Agenda Memorandum

File Number:19-3228

Agenda Item Number: 2.

Agenda Date: 4/16/2019

In Control: Audit and Accountability Committee

CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT
Interdepartmental Correspondence

TO: Erik Walsh, City Manager

FROM: Xavier Urrutia, Director, Parks and Recreation Department

COPIES: Audit and Accountability Committee; Ben Gorzell, Chief Financial Officer; Kevin Barthold, City Auditor; Dr. Colleen Bridger, MPH, PhD, Interim Assistant City Manager; Troy Elliott, Deputy Chief Financial Officer

SUBJECT: Consideration of High Profile Solicitation for Release

DATE: April 16, 2019

The following high profile solicitation is scheduled to be released within the next month.

Annual Contract for Custodial Services for Parks and Recreation Facilities - The Parks and Recreation Department is soliciting proposals for a contractor to provide custodial services at 43 facilities. These custodial services are required to ensure Parks and Recreation facilities are clean, hygienic, orderly, safe and attractive. Custodial Services shall include general cleaning; dusting, sweeping, mopping, disinfecting/cleaning restrooms, trash/recycling pick up and removal, floor maintenance, etc. All cleaning equipment and supplies as well as products to re-stock facilities and restrooms will be provided by the awarded contractor. The current contract for custodial services at these facilities will expire on December 31, 2019.

Department: Parks and Recreation
Solicitation Type: Request for Competitive Sealed Proposals
Estimated Value: \$3 Million
Proposed Term: 3 years with 2, 1-year options
Release Date: April 19, 2019
Closing Date: May 31, 2019
Proposed Council Date: September 12, 2019
Contact Information: Xavier Urrutia, Director, Parks and Recreation Department
Evaluation Criteria: Experience, Background, Qualifications: 30 points
Proposed Plan: 35 points
Price: 15 points

SBEDA Program: 20 Points (10 points SBE/ 10 points M/WBE)

SBEDA Subcontracting Requirements: 22% M/WBE, 5% AABE

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members: Colleen M. Bridger, MPH, PhD, Interim Assistant City Manager, City Manager's Office
Homer Garcia III, Assistant Director, Parks and Recreation Department
Lyn Kinton, Parks and Recreation Manager, Parks and Recreation Department
Brady Wise, Captain, Park Police, Parks and Recreation Department
Mark Jenkins, Facilities Manager, San Antonio Public Library
Michael Baldwin, Parks and Recreation Manager, Parks and Recreation Department