



City of San Antonio

Agenda Memorandum

File Number:20-1139

Agenda Item Number: 4.

Agenda Date: 1/21/2020

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Erik Walsh, City Manager

FROM: Homer Garcia III, Interim Director, Parks and Recreation Department

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

SUBJECT: Consideration of Completed High Profile Solicitation

DATE: January 21, 2020

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

Annual Contract for Custodial Services at Parks and Recreation Facilities - The City of San Antonio solicited proposals from qualified respondents to provide custodial services at 43 City facilities for the Parks and Recreation Department. The custodial services are required to establish a custodial maintenance program that 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.

- Solicitation Type: Request for Competitive Sealed Proposals
- Contract Value: \$3,923,000.00
- Term of Contract: 3 years with 2, 1-year renewal options
- Number of Respondents: 8
- Contracts to be Awarded: 1
- Council Consideration: February 13, 2020
- Evaluation Criteria:
 - Experience, Background, Qualifications: 30 points
 - Proposed Plan: 35 points

- Price: 15 points
- SBEDA Program: 20 points
 - SBE Prime Contract Program: 10 points
 - M/WBE Prime Contract Program: 10 points
- SBEDA Subcontracting Requirements: 22% MWBE; 5% AABE
- Local Preference Program: Not Applicable
- Veteran Owned Small Business: Not Applicable
- Voting Committee Members:
 - Dr. Colleen Bridger, MPH, PhD, Assistant City Manager, City Manager's Office
 - Homer Garcia III, Interim Director, Parks and Recreation Department
 - Michael Baldwin, Parks and Recreation Manager, Parks and Recreation Department
 - Lyn Kinton, Parks and Recreation Manager, Parks and Recreation Department
 - Brady Wise, Captain, San Antonio Park Police, Parks and Recreation Department

RFCSP 19-045, RFx: 6100011348 Annual Contract – Custodial Services – Parks and Recreation Facilities Score Summary *FINAL EVALUATION November 15, 2019	Maximum Points	Vendor A						Vendor B		Vendor C		Vendor D		Vendor E		Vendor F	
A - Experience, Background, Qualifications	30	27.00		22.60		12.60		9.80		21.00		17.40					
B - Proposed Plan	35	30.00		22.60		12.40		7.80		20.00		17.20					
A - B Sub-Total	65	57.00		45.20		25.00		17.60		41.00		34.60					
C - Price	15	14.73		4.89		15.00		5.26		10.55		1.21					
D - SBE Prime Contract Program	10	10.00		10.00		10.00		10.00		0.00		10.00					
D - M/WBE Prime Contract Program	10	10.00		10.00		10.00		10.00		0.00		10.00					
TOTAL SCORE	100	91.73		70.09		60.00		42.86		51.55		55.81					
RANK BASED ON TOTAL SCORE		1		2		3		6		5		4					

*One evaluation meeting held and scoring completed with no interviews conducted.

Two respondents were deemed non-responsive for failure to meet the subcontracting requirements. Due diligence conducted for the remaining respondents to the above solicitation which 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.