



# City of San Antonio

## Agenda Memorandum

**File Number:**20-1312

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**Agenda Item Number:** 7.

**Agenda Date:** 2/13/2020

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Custodial Services - Parks and Recreation Facilities

### **SUMMARY:**

This Ordinance authorizes a contract with 3rd Generation Services, LLC, to provide custodial services for the Parks and Recreation Department for an amount of up to \$846,000.00 annually for a total contract amount of up to \$4,018,500.00 over the term of the contract. Funds in the amount of \$846,000.00 are available in the Parks and Recreation Department's FY 2020 Adopted Budget for this contract. The initial term of the agreement shall be April 1, 2020 through December 31, 2022 with two additional one-year renewals at the City's option.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by 3rd Generation Services, LLC, to provide custodial services for the Parks and Recreation Department. The custodial services and cleaning frequency are required to provide coverage, including during public service hours, in order to ensure facilities are uniformly clean, hygienic, orderly and attractive.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Custodial Services - Parks and Recreation Facilities" (RFCSP 6100011348) on April 22, 2019, with a submission deadline of June 7, 2019. Eight proposal responses were received. Two proposals were deemed non-responsive by the Economic Development Department due to respondents' failure to meet the Small Business Economic Development Advocacy subcontracting requirement. 3rd Generation Services, LLC, was selected based on the City's standard RFCSP process.

The evaluation committee consisted of representatives from the Office of the City Manager and the Parks and Recreation 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.

The evaluation committee met on November 15, 2019, to evaluate the six responsive proposals received. After committee review and discussion, individual technical scores were submitted and the aggregate scores were presented. After a recommendation for award was agreed upon by the selection committee, the pricing scores and the SBEDA scores were revealed. 3rd Generation Services, LLC, received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be April 1, 2020 through December 31, 2022. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

## **ISSUE:**

This contract will provide custodial services at 43 various City facilities for the Parks and Recreation Department. The contractor will clean the facilities on varying days and times in accordance with the scope of services for each facility. In addition, hourly service rates are included to provide supplemental coverage as requested on an as-needed basis for immediate needs at all locations. The contractor will ensure the facilities are continuously and uniformly cleaned, hygienic, orderly and attractive for patrons. 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. The Goal Setting Committee applied the Small and Minority/Woman-Owned Business Enterprise Prime Contract Program with 20 evaluation points, a 22% Minority and/or Women-Owned Business Enterprise (M/WBE) subcontracting goal, and a 5% African American Business Enterprise (AABE) subcontracting goal. 3rd Generation Services, LLC is a small, minority-owned firm that will be self-performing the M/WBE subcontracting goal and subcontracting the AABE subcontracting goal.

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, Parks and Recreation would be required to process individual procurements to provide custodial services thus affecting the cleanliness and appearance of the facilities. The department does not have the staff to perform these services in-house. Processing individual procurements will affect the timeliness and cost of services due to non-contract pricing.

**FISCAL IMPACT:**

This ordinance authorizes a contract with 3rd Generation Services, LLC, to provide custodial services for the Parks and Recreation Department for an amount of up to \$846,000.00 annually for a total contract amount of up to \$4,018,500.00 over the term of the contract. Funds in the amount of \$846,000.00 are available in the Parks and Recreation Department's FY 2020 Adopted Budget for this contract. The initial term of the agreement shall be April 1, 2020 through December 31, 2022 with two additional one-year renewals at the City's option. Funds are not encumbered by this ordinance. Funding for subsequent years of this contract is subject to City Council approval of the annual budget and funds.

**RECOMMENDATION:**

Staff recommends the approval of this contract with 3rd Generation Services, LLC, to provide the Parks and Recreation Department with custodial services to ensure that the facilities remain uniformly clean, hygienic, orderly and attractive for an annual cost of up to \$846,000.00.

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