City of San Antonio

Agenda Memorandum

File Number:20-4088

Agenda Item Number: 6.

Agenda Date: 9/17/2020

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Window Cleaning Services

SUMMARY:

This ordinance authorizes a contract with CDSI, Inc. DBA Champion Diversified Services to provide commercial interior and exterior window cleaning services at various City facilities for Building and Equipment Services Department (BESD), Aviation, San Antonio Public Library (SAPL), Center City Development and Operations Department (CCDO) and Department of Human Services (DHS) for an estimated annual cost of $154,000.00. Funding for this contract is available through the respective departments' operating budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by CDSI, Inc. DBA Champion Diversified Services to provide all labor, material and equipment to perform commercial interior and exterior window cleaning services at various City facilities for BESD, Aviation, SAPL, CCDO and DHS departments. The window cleaning services are required to ensure the facilities are clean and attractive and shall be performed on a quarterly, bi-annual or annual basis.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Annual Contract for Window Cleaning Services" (RFCSP 6100012127) on February 14, 2020 with a submission deadline of March 16, 2020. Three proposals were received. Two proposals were deemed non-responsive for failure to meet Small Business Economic Development Advocacy (SBEDA) Program M/WBE and AABE subcontracting requirements. The

proposal response submitted by CDSI, Inc. DBA Champion Diversified Services was deemed eligible for evaluation. The committee evaluation was conducted on April 28, 2020. The committee requested to interview CDSI, Inc. DBA Champion Diversified Services and a meeting was held on May 20, 2020. As a result, the evaluation committee recommends CDSI, Inc. DBA Champion Diversified Services for contract award based on consensus scoring.

The evaluation committee consisted of representatives from Aviation Department; Office of Risk Management; Department of Human Services; Building and Equipment Services Department and San Antonio Public Library. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures.

The initial term of the agreement shall begin upon the effective date of the ordinance awarding the contract through September 30, 2023. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide BESD, Aviation, SAPL, CCDO and DHS departments with commercial interior and exterior window cleaning services at various City facilities. Contractor shall provide all labor, material and equipment and warrants the performance of services under this contract shall be fully compliant with the requirements of the Occupational Safety and Health Act throughout the term of this contract. In addition, Contractor shall comply with all laws and regulations by employing best management practices and shall use "green" cleaning chemicals and procedures.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. CDSI, Inc. DBA Champion Diversified Services is a small, minority, women-owned firm located within the San Antonio Metropolitan Statistical Area and will be self-performing the 27% Minority and/or Women-Owned Business Enterprise (M/WBE) subcontracting goal. Additionally, they have agreed to meet the 4% African American Business Enterprise (AABE) subcontracting goal.

This award 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 using departments will be required to process individual procurements to provide window cleaning services for all their facilities on an as needed basis. Procuring outside of a contract will likely result in negative impacts on the timeliness, efficiency and cost of services. The using departments do not have staff to perform these services in-house.

FISCAL IMPACT:

This ordinance authorizes a contract with CDSI, Inc. DBA Champion Diversified Services to provide commercial interior and exterior window cleaning services at various City facilities for BESD, Aviation, SAPL, CCDO and DHS departments for an estimated annual cost of $154,000.00. Funding is available from the

respective departments' operating budgets.

RECOMMENDATION:

Staff recommends the approval of the contract with CDSI, Inc. DBA Champion Diversified Services to provide commercial interior and exterior window cleaning services for an estimated annual cost of $154,000.00.

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