



# City of San Antonio

## Agenda Memorandum

**File Number:**21-3263

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**Agenda Item Number:** 5.

**Agenda Date:** 6/10/2021

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Annual Contract for Mowing of Historic Cemeteries for the Parks and Recreation Department

### **SUMMARY:**

This ordinance authorizes a contract with Due Amicis, Inc. dba Green Landscaping to furnish all labor, equipment, materials, expertise and tools required to perform mowing services at fifteen Historical City Cemetery properties for an estimated amount of \$125,023.50 annually for five years. Funding is available from the FY 2021 City Cemeteries Fund Budget and funding for subsequent fiscal years is subject to City Council approval of the annual budget.

### **BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Due Amicis, Inc. dba Green Landscaping to provide mowing services that will include, but are not limited to, mowing, edging, trimming, leaf/debris blowing, litter removal and sweeping at the City's fifteen Historic Cemeteries. These services are required to maintain the grounds appearance in an attractive and manicured manner. Mowing services shall include but are not limited to, mowing, edging, trimming, leaf/debris blowing, litter removal and sweeping for the Parks and Recreation Department.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for "Mowing Services for Historic Cemeteries" (RFCSP 20-102, RFX 6100013123) on February 3, 2021 with a submission deadline of March 12, 2021. The RFCSP was advertised in The San Antonio Hart Beat, TVSA and the City's bidding and contracting opportunities website. Eight (8) proposals were received and deemed responsive for evaluation. Due Amicis, Inc. dba Green Landscaping is recommended for contract award based on the City's standard RFCSP

evaluation process.

The evaluation committee consisted of representatives from the Parks and Recreation Department, Public Works Department and the San Antonio Public Library. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal 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 (10) preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contractor Program Affirmative Procurement Initiative, and (10) 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 April 29, 2021 to evaluate the eight responsive proposals. After committee review and discussion, individual scores were submitted and aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the pricing and SBEDA scores were revealed. Due Amicis received the highest ranking and is recommended for award by the evaluation committee.

The initial term of the agreement shall be July 1, 2021 through June 30, 2024. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

**ISSUE:**

This contract will provide routine mowing services according to an established schedule for the Parks and Recreation Department. Mowing services shall include, but are not limited to, mowing, edging, trimming, leaf/debris blowing, litter removal and sweeping. The contract will ensure that Historic Cemeteries are attractive.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small Business Enterprise Prime Contract Program with ten (10) evaluation preference points and the Minority/Women-Owned Business Enterprise Prime Contract Program with ten (10) evaluation preference points. Due Amicus, Inc. dba Green Landscaping received ten (10) evaluation points as they are a certified SBE firm located within the San Antonio Metropolitan Statistical Area.

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 Parks and Recreation Department may be required to process individual procurements on an as needed basis thus affecting the appearance of the Historic Cemeteries.

**FISCAL IMPACT:**

Funding for this contract is available from the FY 2021 City Cemeteries Fund Budget and funding for subsequent fiscal years is subject to City Council approval of the annual budget. No funds will be encumbered by this ordinance which provides for the procurement of specified goods and services as needed, based upon the Department's available budget.

**RECOMMENDATION:**

Staff recommends approval of an ordinance for acceptance of a contract with Due Amicis, Inc. dba Green Landscaping, to provide routine mowing at the City's fifteen Historic Cemeteries for an estimated amount of \$125,023.50 annually.

This contract was procured by competitive sealed proposal and a Contracts Disclosure Form is required.