



City of San Antonio

Agenda Memorandum

File Number:21-3505

Agenda Item Number: 5.

Agenda Date: 6/3/2021

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Landscape Services for the Department of Human Services

SUMMARY:

This ordinance authorizes a contract with Goodwill Industries of San Antonio to furnish all labor, material and equipment required to perform complete landscaping and irrigation maintenance and repair services for the Department of Human Services (DHS) at designated locations for an estimated amount of \$153,098.39 annually. Funding in the amount of \$149,709.95 is available from the FY 2021 General Fund budget, and the Head Start Federal Grant in the amount of \$3,388.44. 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 Goodwill Industries of San Antonio to provide landscape services to include, but are not limited to, landscaping, mowing, edging, string trimming; removal of leaves/debris; removal/replacement of dead plants and weeding on a department established schedule. This contract provides for monthly irrigation maintenance, annual irrigation system inspection, winterization, spring start up services and repair services.

Landscaping and irrigation services will be provided at six senior centers; Bob Ross Senior Center, Willie M. Cortez Senior Center, Northeast Senior Center, South Side Lions Senior Center, Frank Garret Multi-Service and West End Park Senior Center, Willie Velasquez Senior Center, and two new senior centers for District 4 and District 9 that are scheduled to open in 2022. The contract will also provide landscaping services for the

Claude W. Black and Kenwood Community Centers, the Head Start Campus, and a vacant lot in District 10. The contract allows for additional facilities to be added during the term of the contract.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Annual Contract for Landscape Services for the Department of Human Services” (RFCSP 21-030, RFX 6100013649) on February 12, 2021 with a submission deadline of March 19, 2021. Five proposals were received. One proposal was deemed non-responsive by the Economic Development Department for failure to meet the Minority/Women-Owned Business Enterprise (M/WBE) Subcontracting Program goal. Four proposals were deemed eligible for evaluation. Goodwill Industries of San Antonio is recommended for contract award based on the City’s standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Department of Human Services. 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; 30 points allotted for Proposed Plan; and 20 points allotted for respondent’s price schedule. Ten preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contractor Program, and ten preference points allotted for the M/WBE Prime Contractor Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on April 19, 2021 to evaluate the four responsive proposals. After committee review and discussion, individual scores were submitted, and the aggregate scores were presented. After a recommendation for award was agreed upon by the selection committee, the pricing and SBEDA scores were revealed. Goodwill Industries of San Antonio 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 landscape services according to an established schedule for the Department of Human Services. Services shall include, but are not limited to, landscaping, mowing, edging, trimming, leaf/debris blowing and sweeping, as well as irrigation system maintenance and repair services. The contractor shall provide all labor, equipment, tools, and materials to perform services. The contract will ensure that DHS facilities grounds are attractive, and the irrigation systems function efficiently.

The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract (SBEDA) Program with ten (10) SBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as SBE located within the San Antonio Metropolitan Statistical Area and ten (10) M/WBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as M/WBE located within the San Antonio Metropolitan Statistical Area. However, Goodwill Industries of San Antonio was not eligible to receive any preference points. Additionally, Goal Setting Committee also set a 20% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal and Goodwill Industries of San Antonio has committed to 20% M/WBE subcontractor participation.

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, DHS may be required to process individual procurements on an as needed basis thus effecting the appearance of the DHS facilities grounds, or use DHS staff to perform the work which may result in overtime and /or reduced staff for other duties.

FISCAL IMPACT:

This Ordinance authorizes a contract with Goodwill Industries of San Antonio to provide routine landscape, mowing, and irrigation maintenance and repair services for the Department of Human Services for an estimated cost of \$153,098.39 annually. Funding is available from the FY 2021 General Fund budget in the amount of \$149,709.95, and from the Head Start Federal Grant in the amount of \$3,388.44. Funding for subsequent fiscal years is subject to City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of a contract with Goodwill Industries of San Antonio, to provide routine landscape, and irrigation maintenance and repair services at Department of Human Services designated locations for an estimated cost of \$153,098.39 annually.

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