



City of San Antonio

Agenda Memorandum

File Number:15-1542

Agenda Item Number: 5.

Agenda Date: 4/2/2015

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Annual Contract for Custodial Services - River Walk

SUMMARY:

This ordinance authorizes a contract with Centro Public Improvement District to provide custodial services for the Center City Development and Operations Department for an estimated amount of \$390,000.00 annually. The initial term for this contract is May 1, 2015 through June 30, 2018, with two additional one-year renewal options. Funding for this contract is available through the FY 2015 adopted Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Centro Public Improvement District to provide custodial services to the Center City Development and Operations Department. The services are required to provide continuous daily coverage in order to maintain the San Antonio River Walk in a uniformly clean, attractive and orderly manner.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Custodial Services - San Antonio River Walk" (RFCSP 6100005156) on November 21, 2014, with a submission deadline of January 9, 2015. Ten proposal responses were received. Two proposals were deemed non-responsive for failure to submit Price Schedules and other required documents. Centro Public Improvement District was selected based on the City's standard RFCSP process.

The evaluation committee consisted of representatives from Center City Development and Operations and Transportation and Capital Improvements Departments. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, quality of service, previous performance, proposed plan and price

schedule. Additional categories of consideration included references and financial qualifications.

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 20 points allotted for respondent's price schedule. Fifteen preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program, Small Business Enterprise (SBE) Prime Contractor Program Affirmative Procurement Initiative.

The evaluation committee met on January 30, 2015 to evaluate the eight 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, pricing and SBEDA scores were revealed. Centro Public Improvement District received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be for a period of May 1, 2015 through June 30, 2018. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide custodial services along 6 miles (3 miles on each side) of the San Antonio River Walk for the Center City Development and Operations Department. Services will be performed in two continuous daily overlapping shifts, 6:00 AM - 8:00 PM, 7 days per week, 52 weeks per year, including holidays. In addition, hourly service rates are included and will provide supplemental coverage when requested and on an on-call basis for immediate needs. The contractor will ensure the locations are uniformly clean, hygienic, orderly and attractive. Contractor will provide all labor, material, and cleaning supplies and equipment to perform scope of custodial services which shall include, but not be limited to, sweeping sidewalks, stairwells, and footbridges, collecting litter and plant debris, disposing of trash in receptacles, replacing Contractor furnished trash liners, and cleaning the interior and exterior finishes of outdoor elevators.

This contract will be awarded in compliance with the 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 (15) evaluation preference points. No evaluation preference points were awarded to Centro Public Improvement District, as it is not a certified SBE located within the San Antonio Metropolitan Statistical Area.

This contract 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, Center City Development and Operations Department would be required to process individual procurements to provide custodial services thus affecting the cleanliness and appearance of the River Walk facilities. The department does not have the staff to perform these services in-house. Processing individual procurements will affect the cost of services due to non-contract pricing.

FISCAL IMPACT:

This ordinance authorizes a 3-year contract agreement with Centro Public Improvement District to provide

custodial services along 6 miles of the San Antonio River Walk for the Center City Development & Operations Department in an estimated amount of \$390,000 annually. Funding for the first year is available in the General Fund's Center City Development & Operations' FY 2015 Adopted Budget and will be available in subsequent years, contingent upon annual appropriation by City Council.

RECOMMENDATION:

Staff recommends the approval of this contract with Centro Public Improvement District to provide Center City Development and Operations Department with custodial services to ensure that the San Antonio River Walk remains uniformly clean, orderly and attractive for an estimated annual cost of \$390,000.00.

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