



City of San Antonio

Agenda Memorandum

File Number:15-2410

Agenda Item Number: 5.

Agenda Date: 5/7/2015

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Annual Contract for Custodial Services - Detention Center

SUMMARY:

This ordinance authorizes a contract with 3rd Generation Services, LLC d/b/a Ceiling Pro of San Antonio to provide custodial services for the Municipal Court Department for an estimated amount of \$130,000.00 annually. 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 3rd Generation Services, LLC d/b/a Ceiling Pro of San Antonio, to provide custodial services to the Municipal Court Department. The custodial services and cleaning frequency are required to provide daily coverage in order to maintain the Detention Center in a uniformly clean, hygienic, orderly and attractive manner.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Custodial Services - Detention Center" (RFCSP 6100004942) on December 19, 2014, with a submission deadline of February 2, 2015. Six proposal responses were received. Three proposals were deemed non-responsive by the Economic Development Department due to respondents' failure to meet the Small Business Economic Development Advocacy (SBEDA) subcontracting requirement. 3rd Generation Services, LLC d/b/a Ceiling Pro of San Antonio was selected based on the City's standard RFCSP process.

The evaluation committee consisted of representatives from the Municipal Court Department and the San Antonio Police Department. 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 SBEDA Program, Small Business Enterprise (SBE) Prime Contractor Program Affirmative Procurement Initiative.

The evaluation committee met on March 23, 2015 to evaluate the three 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 d/b/a Ceiling Pro of San Antonio received the highest ranking and was recommended for award by the evaluation committee.

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

ISSUE:

This contract will provide custodial services at the San Antonio Detention Center for the Municipal Court Department. Services will be performed in two daily shifts throughout the day and evening hours, 7 days per week, 52 weeks per year, including holidays. In addition, hourly service rates are included to provide supplemental coverage when requested. The contractor will ensure the facility is uniformly clean, hygienic, orderly and attractive. Contractor will provide all labor, material, and equipment to perform scope of custodial services which shall include but not be limited to sweeping, mopping, disinfecting, and removing and disposing of trash. Contractor will provide supplies including, but not limited to, plastic liners and cleaning chemicals such as disinfectant cleaner. City will provide supplies including, but not limited to, bathroom tissue, paper towels, and hand soap.

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 SBE Prime Contract Program to this solicitation and awarded 15 evaluation preference points to 3rd Generation Services, LLC d/b/a Ceiling Pro of San Antonio, as they are certified SBE and located within the San Antonio Metropolitan Statistical Area. Additionally, Goal Setting Committee also set a 15% Minority/Women Business Enterprise (M/WBE) subcontracting goal. 3rd Generation Services LLC d/b/a Ceiling Pro of San Antonio has committed to 15% M/WBE subcontractor participation.

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, the Municipal Court Department 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 cost of services due to non-contract pricing.

FISCAL IMPACT:

Funds are not encumbered by this ordinance. All expenditures will be in accordance with Department's adopted budget approved by City Council. The total estimated cost of this contract is \$130,000.00 annually. Purchases

made by the Department are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends the approval of this contract with 3rd Generation Services, LLC d/b/a Ceiling Pro of San Antonio to provide the Municipal Court Department with custodial services to ensure that the Detention Center remains uniformly clean, hygienic, orderly and attractive at an estimated annual cost of \$130,000.00.

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