

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL,  
SIGNED ORDINANCE ADOPTED BY THE CITY COUNCIL.**

**ORDINANCE**

**APPROVING A CONTRACT WITH UNITED SERVICE ASSOCIATES, LLC, TO PROVIDE CUSTODIAL SERVICES FOR THE PARKS & RECREATION DEPARTMENT BEGINNING UPON AWARD THROUGH MARCH 31, 2028, WITH TWO, ONE-YEAR RENEWAL OPTIONS FOR AN ESTIMATED COST OF \$895,000.00 ANNUALLY AND AN ESTIMATED TOTAL COST OF \$4,475,000.00 OVER THE CONTRACT TERM. FUNDING IN THE AMOUNT OF \$447,500.00 IS FROM THE FY 2025 GENERAL FUND ADOPTED BUDGET. FUNDING FOR SUBSEQUENT YEARS IS CONTINGENT UPON CITY COUNCIL APPROVAL OF THE ANNUAL BUDGET.**

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**WHEREAS**, the City released a Request for Competitive Sealed Proposals (RFCSP) to provide the City's Parks & Recreation Department custodial services at various City facilities; and

**WHEREAS**, thirteen proposals were received, of which five proposals were deemed non-responsive due failure to meet the Small Business Economic Development Advocacy (SBEDA) Program subcontracting requirements, and the remaining eight proposals were evaluated; and

**WHEREAS**, staff recommends United Service Associates, LLC, for award of a contract based on the City's standard RFCSP evaluation process; and

**WHEREAS**, approval of this ordinance will authorize a contract, beginning upon award and ending March 31, 2028, with the option for the City to renew for two additional one-year periods, for an estimated cost of \$895,000.00 annually and an estimated total cost of \$4,475,000, over the entire contract term including renewals; and

**WHEREAS**, all expenditures will be in accordance with the applicable fiscal year's budget approved by City Council; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The proposal submitted by United Service Associates, LLC, to provide the City's Parks & Recreation Department custodial services at various City facilities, beginning upon award and ending March 31, 2028, with the option for the City to renew for two additional one-year periods, for an estimated cost of \$895,000.00 annually and an estimated total cost of \$4,475,000, over the entire contract term including renewals, is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. A copy of the score summary, contract and RFCSP is attached hereto and incorporated herein for all purposes as **Exhibit I**.

**SECTION 2.** Funding for this ordinance in the amount of \$895,000.00 is available in Fund 11001000, Cost Center 2615040001 and General Ledger 5204060 as part of the Fiscal Year 2025 Adopted Budget approved by City Council.

**SECTION 3.** Additional funding is contingent upon City Council approval of the Fiscal Year 2026 and subsequent budgets that fall within the term of the contract.

**SECTION 4.** Payment in the amount up to \$4,475,000.00 is authorized to United Service Associates, LLC, and should be encumbered with a purchase orders.

**SECTION 5.** The financial allocations in this ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this ordinance.

**SECTION 6.** This ordinance is effective immediately upon passage by eight or more affirmative votes; otherwise, it is effective on the tenth day after passage.

**PASSED and APPROVED** this \_\_ day of \_\_\_\_\_, 2025.

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Debbie Racca-Sittre, City Clerk

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Andrew Segovia, City Attorney