



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 7

Agenda Date: March 20, 2025

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Citywide Landscaping

SUMMARY:

This ordinance authorizes a contract with Goodwill Industries of San Antonio to perform landscaping, mowing and irrigation system inspection, maintenance and repair services for the Center City Development & Operations (CCDO), San Antonio Metropolitan Health District (SAMHD) and Solid Waste Management (SWMD) departments for a total cost of \$94,612 annually and an estimated total cost of \$473,060 over the contract term. Funding is available in the amount of \$59,628 from the General Fund FY 2025 Adopted Budget, in the amount of \$4,984 from the Market Square Fund FY 2025 Adopted Budget, and in the amount of \$30,000 from the Solid Waste Operating and Maintenance Fund FY 2025 Adopted Budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Goodwill Industries of San Antonio to establish a thorough landscaping and irrigation system inspection, maintenance and repair program that will ensure the appearance of City grounds are consistently attractive and orderly and the irrigation system(s) are functioning at optimum capacity.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for an “Annual Contract for Citywide Landscaping” (RFCSP 24-155; 6100018505) on October 11, 2024, with a submission deadline of November 14, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential respondents. One proposal was received and was deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Center City Development & Operations Department, San Antonio Fire Department, Convention & Sports Facilities Department and the San Antonio Metropolitan Health District. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm’s experience, background and qualifications; proposed plan; and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on December 12, 2024, to discuss the sole respondent’s proposal that was received. After committee review and evaluation, Goodwill Industries of San Antonio was recommended for award by the evaluation committee based on consensus scoring.

The initial term of the agreement will be for the period beginning April 1, 2025 through March 31, 2028, with two additional, one-year renewals at the City’s option that will also be authorized by this ordinance.

ISSUE:

This contract will provide all labor, equipment, materials, expertise and tools required to perform landscaping, mowing and irrigation system(s) inspection, maintenance and repair services, which include but are not limited to mowing, edging, care and trimming/pruning of plants, shrubs and vines, physical removal of weeds, leaves, trash and debris, blowing, sweeping and inspections, maintenance & repair services of irrigation systems. These services are required to establish a thorough landscaping and irrigation system inspection, maintenance and repair program that will ensure the appearance of City grounds are consistently attractive and orderly and the irrigation system(s) are functioning at optimum capacity.

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 (SBE) Prime Contract Program with ten (10) evaluation preference points and the Minority/Woman-Owned Business Enterprise(M/WBE) Prime Contract Program with ten (10) evaluation preference points. Goodwill Industries of San Antonio was not eligible to receive any preference points. Additionally, the Goal Setting Committee also set a thirteen percent (13%) Minority/Woman Owned Business Enterprise (M/WBE) subcontracting goal and a two (2%) African American Owned Business Enterprise (AABE) subcontracting goal. Goodwill Industries of San Antonio has committed to satisfying the 13% MWBE and 2% AABE subcontracting goals.

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.

This vendor has acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023, through Ordinance #2023-08-31-0585.

ALTERNATIVES:

Should this contract not be approved, City departments will be required to procure services on an as-needed basis whenever services are needed. This will lead to inconsistent workmanship and contribute to delays in response times for maintenance requests. The appearance of the landscaping and the integrity and functionality of the irrigation systems equipment will be adversely impacted. Each department will face the necessity of issuing separate solicitations for each landscaping and/or irrigation maintenance, inspection and/or repair service request, which will ultimately lead to increased resource consumption, extended timelines and cost fluctuations due to non-contractual pricing. City departments do not have the staff to perform these services in-house.

FISCAL IMPACT:

This ordinance authorizes a contract with Goodwill Industries of San Antonio to perform landscaping, mowing and irrigation system inspection, maintenance and repair services for the Center City Development & Operations (CCDO), San Antonio Metropolitan Health District (SAMHD) and Solid Waste Management (SWMD) departments for a total cost of \$94,612 annually and an estimated total cost of \$473,060 over the contract term. Funding is available in the amount of \$59,628 from the General Fund FY 2025 Adopted Budget, in the amount of \$4,984 from the Market Square Fund FY 2025 Adopted Budget, and in the amount of \$30,000 from the Solid Waste Operating and Maintenance Fund FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

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