



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** November 30, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for Landscaping Services for Radio Tower Sites for ITSD

**SUMMARY:**

This ordinance authorizes a contract with La Med Facility Maintenance Inc., to provide landscaping services for radio tower sites for the Information Technology Services Department (ITSD) for an estimated cost of \$61,551.00 annually and an estimated total cost of \$307,755.00. The term of this agreement shall begin upon the effective date of the date ordinance awarding the contract and end on March 31, 2026, with the option for the City to renew for two additional one-year terms. Funding for this contract is available from the Information Technology Services Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget and funds..

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by La Med Facility Maintenance Inc., to provide routine landscape, mowing, and occasional tree trimming services for the Alamo Area Regional Radio System (AARRS). AARRS is owned and operated by the City of San Antonio, Bexar County, and CPS Energy. The City of San Antonio (City) is the system

administrator and fiscal agent responsible for maintaining the radio system. The AARRS consists of 28 radio tower sites, 18 of which will require periodic landscaping to control vegetative growth within and around the tower sites.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Annual Contract for Landscaping Services for Radio Tower Sites for ITSD.” (RFCSP 23-028, 6100015889) on December 7, 2022 with a submission deadline of February 1, 2023. 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. Eight proposals were received. One Respondent was deemed non-responsive by the Small Business Office for failing to meet the Minority/Woman Business Enterprise Subcontracting Goal. Seven proposals were deemed eligible for evaluation.

The evaluation committee consisted of representatives from the Information Technology Services Department, Fire Department, City Public Service (CPS) and Bexar County. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 25 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 20 points allotted for respondent’s price schedule; 10 preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contract Program Affirmative Procurement Initiative; and 10 preference points allotted for the M/WBE Prime Contract Program Affirmative Procurement Initiative. Additional categories of consideration included references and financial qualifications.

A Best and Final Offer was issued on May 19, 2023, to clarify one-time clean-up costs. After evaluation, the top ranked vendor was unable to provide proof of insurability as per the solicitation requirements. The City moved to the second ranked firm; however, the second ranked firm was unable to negotiate pricing to meet the department’s budget and therefore the City moved to negotiations with the third ranked firm. The third ranked firm, La Med Facility Maintenance, Inc. is recommended for contract award based on the City’s standard RFCSP evaluation process.

The initial term of the agreement will be for the period upon award by City Council through March 31, 2026. Two additional one-year renewals at the City’s option will also be authorized by this ordinance.

**ISSUE:**

This contract will provide landscaping services for the Alamo Area Regional Radio System (AARRS). AARRS is owned and operated by the City of San Antonio, Bexar County, and CPS Energy. The City is the fiscal agent with responsibility for maintaining the radio system. The AARRS consists of 28 radio tower sites, 18 of which will require periodic landscaping to control vegetative growth within and around the tower sites.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. La Med Facility Maintenance Inc. is a small, minority-owned firm

that was awarded twenty (20) prime preference points and will be self-performing the 5% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

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, AARRS would be required to solicit quotes for required services on an as needed basis. Non-contract rates may result in increased costs and adversely affect timeliness of delivery of services.

**FISCAL IMPACT:**

This ordinance authorizes a contract with La Med Facility Maintenance Inc., to provide landscaping services for an estimated cost of \$61,551.00 annually and an estimated total cost of \$307,755.00. The term of this agreement shall begin upon the effective date of the ordinance awarding the contract and terminate on March 31, 2026, with the option to renew for two additional one-year terms. Funding for this contract is available from the Information Technology Services Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval of an ordinance for acceptance of a contract with La Med Facility Maintenance Inc., to provide landscaping services at 18 AARRS radio tower sites for an estimated cost of \$61,551.00 annually and an estimated total cost of \$307,755.00. The term of this agreement shall begin upon the effective date off the ordinance awarding the contract and terminate on March 31, 2026, with the option to renew for two additional one-year terms.

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