



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 5

Agenda Date: December 12, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Custodial Services – Various City Facilities

SUMMARY:

This ordinance authorizes a contract with Selrico Services, Inc., to provide Custodial Services at various city facilities for the Department of Human Services, Police Department, Fire Department, Solid Waste Management Department, Information Technology Services Department and the World Heritage Office for total cost of \$8,200,000 for the period of January 1, 2024, to December 31, 2026, with two (2) additional one-year renewal periods. Funded from the General Fund, Information Technology Services Fund, Solid Waste Operating & Maintenance Fund, and Grant Funds.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Selrico Services, Inc. to provide custodial services at various City facilities. These services are required by the City of San Antonio to establish a custodial maintenance program that will ensure the facilities are uniformly clean, hygienic, orderly and attractive. The contractor will furnish all cleaning and custodial maintenance supplies and commercial equipment necessary to perform the services specified under this contract.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Annual Contract for Custodial Services – Various City Facilities” (RFCSP 23-130, 6100017303) on August 18, 2023, with a submission deadline of September 27, 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. Thirteen (13) proposals were received. One proposal was deemed non-responsive by the Economic Development Department due to the Respondent’s failure to meet the Small Business Economic Development Advocacy (SBEDA) Program subcontracting requirements. Additionally, two (2) firms withdrew their proposal responses from consideration; one firm withdrew their response due to organizational changes and unable to support the SBEDA goals. The second firm withdrew their response after requesting to resubmit different pricing than the RFCSP published price schedule. Thus, ten (10) responses were deemed responsive and moved forward for full proposal evaluation.

The evaluation committee consisted of representatives from the Department of Human Services, Police Department and the Fire Department. 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: 30 points were allotted for Experience, Background and Qualifications; 30 points were allotted for Proposed Plan; 20 points were allotted for Respondent’s Price Schedule; and 20 preference points were allotted for the Small Business Economic Development Advocacy Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on October 24, 2023 to discuss the ten (10) responsive proposals received and submit their scores. After evaluation a recommendation for award was agreed upon by the selection committee and the pricing scores were revealed. Selrico Services, Inc. received the highest ranking and was recommended for award by the evaluation committee.

A post-solicitation briefing was presented to the Audit and Accountability Committee on November 14, 2023.

The initial term of the agreement will be for the period commencing January 1, 2024 through December 31, 2026. Two (2) additional one-year renewals at the City’s option will also be authorized by this ordinance.

ISSUE:

This contract will provide custodial services for various city facilities including the Department of Human Services, Police Department, Fire Department, Solid Waste Management Department, Information Technology Services Department and the World Heritage Office. Services will establish a custodial maintenance program that will ensure the facilities are uniformly clean, hygienic, orderly and attractive and the contractor will furnish all cleaning and custodial maintenance supplies and commercial equipment necessary to perform the services specified under this contract.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Emerging Small Business Enterprise (ESBE) Prime Contract Program with ten (10) evaluation preference points, the Minority/ Women-Owned Business Enterprise (MWBE) Prime Contract Program with ten (10) evaluation preference points, the twenty-three percent (23%) Minority/ Women-Owned Business Enterprise (MWBE) subcontracting goal, and the five percent (5%) African American Business Enterprise (AABE) subcontracting goal. Selrico Services, Inc. received ten (10) evaluation preference points from the Minority/Women Business Enterprise and zero (0) points from the Emerging Small Business Enterprise, and has committed to the twenty-three percent (23%) M/WBE and the five percent (5%) AABE subcontractor participation.

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:

An alternative to accepting the contract would require several departments to re-solicit for a custodial service provider which may interrupt custodial services at various city facilities.

FISCAL IMPACT:

This ordinance will approve a contract with Selrico Service, Inc., to provide custodial services at various City facilities for an estimated total cost of \$8,200,000 over the contract term. Funding in the amount of \$1,504,688 is available from the FY 2024 Adopted Budget in the amount of

- \$1,148,316 from the General Fund
- \$64,711 from the Information Technology Services Fund
- \$50,000 from the Solid Waste Operating & Maintenance Fund
- \$129,600 from the Head Start Grant
- \$78,027.00 from the Healthy Eating Aging Living Grant
- \$34,034.00 from the American Rescue Plan Act (ARPA)

Funds are not encumbered by this ordinance. All expenditures will be in accordance with each Department's adopted annual budget approved by City Council. Funding for subsequent years is contingent upon the City Council's approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of an ordinance.

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