

# **Post-Solicitation Briefing for Annual Contract for Library Custodial Services**



## **Audit Committee**

Date: November 12, 2024

Presented by: Kathy Donellan, Interim Director, Library Department



# Solicitation Overview

The San Antonio Public Library (SAPL) solicited proposals for a qualified vendor to provide custodial services for twenty-seven (27) branch libraries. These services will include routine cleaning, non-routine cleaning and special cleaning tasks as requested. The selected vendor will also be responsible for providing on-demand cleaning services to the Central Library to support in-house custodial staff when necessary. All custodial services must be provided in a manner that ensures clean, safe, welcoming, and accessible library facilities, to uphold an excellent customer experience.

Solicitation Type	Proposed Term	Estimated Value	Funding Source	Current Contract Status
<ul style="list-style-type: none"><li>Request for Competitive Sealed Proposals (RFCSP)</li></ul>	<ul style="list-style-type: none"><li>3 years with 2, 1-year options</li></ul>	<ul style="list-style-type: none"><li>Annual amounts will vary due to escalation</li><li>\$9.2 million total</li></ul>	<ul style="list-style-type: none"><li>General Fund</li></ul>	<ul style="list-style-type: none"><li>Expires December 31, 2024</li></ul>

# Recommended Award



INITIAL SCORE MATRIX

RFCSP for Annual Contract for Custodial Services for the Library (24-065; 6100018286)  Score Summary INITIAL EVALUATION October 10, 2024	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Vendor F
A - Experience, Background and Qualifications	25	22.00	18.67	19.50	9.00	10.50	9.33
B - Proposed Plan	35	30.67	22.83	27.83	13.50	15.00	11.17
A - B Sub-Total	60	52.67	41.50	47.33	22.50	25.50	20.50
C - Price	20	14.92	20.00	17.61	18.98	14.07	15.91
D - SBEDA - ESBE Prime Contract Program	5	5.00	5.00	0.00	5.00	0.00	0.00
D - SBEDA - SBE Prime Contract Program	5	5.00	5.00	5.00	5.00	5.00	5.00
D - SBEDA - M/WBE Prime Contract Program	10	10.00	10.00	10.00	10.00	10.00	10.00
TOTAL SCORE	100	87.59	81.50	79.94	61.48	54.57	51.41
RANK BASED ON TOTAL SCORE		1	2	3	4	5	6

SBEDA Subcontracting Requirements – M/WBE 20%; AABE 7%  
 Local Preference Program: Not Applicable  
 Veteran-Owned Small Business Preference Program: Not Applicable

# Recommended Award



FINAL SCORE MATRIX

RFCSP for Annual Contract for Custodial Services for the Library (24-065; 6100018286)  Score Summary FINAL EVALUATION October 29, 2024	Maximum Points	Vendor A	Vendor B	Vendor C
A - Experience, Background and Qualifications	25	23.17	12.33	15.33
B - Proposed Plan	35	32.67	12.67	16.67
A - B Sub-Total	60	55.84	25.00	32.00
C - Price	20	14.92	20.00	17.61
D - SBEDA - ESBE Prime Contract Program	5	5.00	5.00	0.00
D - SBEDA - SBE Prime Contract Program	5	5.00	5.00	5.00
D - SBEDA - M/WBE Prime Contract Program	10	10.00	10.00	10.00
TOTAL SCORE	100	90.76	65.00	64.61
RANK BASED ON TOTAL SCORE		1	2	3

SBEDA Subcontracting Requirements – M/WBE 20%; AABE 7%  
 Local Preference Program: Not Applicable  
 Veteran-Owned Small Business Preference Program: Not Applicable

# Due Diligence



## Finance and Auditor Departments – Due Diligence Results

Number of vendors notified:

4,736

Number of vendors at pre-submittal conference:

44

Number of responses received:

16 responses; 9 firms deemed non-responsive for failing to meet the SBEDA subcontracting requirements and 1 firm was deemed non-responsive for not providing a complete price schedule.

Results of Minimum Requirements Review

No Material Findings

Results of Due Diligence Review

No Material Findings



# Thank You

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