

# **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

- Request for Competitive Sealed Proposals (RFCSP)

## Proposed Term

- 3 years with 2, 1-year options

## Estimated Value

- Annual amounts will vary due to escalation
- \$9.2 million total

## Funding Source

- General Fund

## Current Contract Status

- Expires December 31, 2024

# 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
<b>TOTAL SCORE</b>	<b>100</b>	<b>87.59</b>	<b>81.50</b>	<b>79.94</b>	<b>61.48</b>	<b>54.57</b>	<b>51.41</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

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
<b>A - B Sub-Total</b>	<b>60</b>	<b>55.84</b>	<b>25.00</b>	<b>32.00</b>
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
<b>TOTAL SCORE</b>	<b>100</b>	<b>90.76</b>	<b>65.00</b>	<b>64.61</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>1</b>	<b>2</b>	<b>3</b>

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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