



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 7

**Agenda Date:** October 3, 2024

**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 Parks and Historical Cemeteries Mowing Services

**SUMMARY:**

This ordinance authorizes a contract with Cantu Contracting, Inc. to provide labor, equipment, materials, and tools required to provide mowing services for the Parks & Recreation Department. Services are required to maintain a professional grounds appearance in an attractive and manicured manner of park areas, trail heads, trails, greenways, sports fields, natural areas, and historical cemeteries for 276 sites for an estimated cost of \$2,620,000.00 annually and an estimated total cost of \$13,100,000.00 from October 1, 2024, until September 30, 2027, with two additional one-year renewals at the City's option. Funding for this contract in the amount of \$2,472,000.00 is available from the General Fund FY 2025 Adopted Budget and \$148,000.00 from the City Cemetery Fund FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Cantu Contracting, Inc. to provide mowing services for the Parks & Recreation Department. Services are required to maintain a professional grounds appearance in an attractive and manicured manner of park areas,

trail heads, trails, greenways, sports fields, natural areas, and historical cemeteries for 276 sites.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for Annual Contract for Parks and Historical Cemeteries Mowing Services (RFCSP 24-052, 6100017650) on May 24, 2024, with a submission deadline of July 16, 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 potential respondents. Five proposals were received; however, two proposals were deemed non-responsive by the Economic Development Department for failure to meet the Small Business Economic Development Advocacy (SBEDA) Program subcontracting requirement. Additionally, another respondent withdrew their proposal. The remaining two (2) proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the City Manager's Office and the Parks & Recreation Department. The Finance Department, Procurement Division facilitated the procurement process by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 30 points allotted for experience, background and qualifications; 30 points allotted for proposed plan; 20 points allotted for price; 10 points were allotted for the Small Business Enterprise Prime Contract Program and 10 points were allotted for the Minority/Women Owned Business Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the two proposals on August 14, 2024. The top ranked firm was Cantu Contracting, Inc. and is recommended for award.

A post-solicitation briefing was presented to the Audit Committee on September 10, 2024, with staff's recommendation for Council award.

This contract's initial term will be October 1, 2024 until September 30, 2027. Two additional one-year renewals at the City's option will also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide all labor, equipment, materials, and tools required to provide mowing services for the Parks & Recreation Department. Services are required to maintain a professional grounds appearance in an attractive and manicured manner of park areas, trail heads, trails, greenways, sports fields, natural areas, and historical cemeteries for 276 sites.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Cantu Contracting, Inc. is a small, minority owned firm that will be self-performing the 16% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal and has committed to become a Mentor in the City's Mentor Protégé Program for two years.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) 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, the Parks & Recreation Department would be required to procure services on an as needed basis which could lead to inconsistent service and a delay in response time for mowing requests. The department does not have the capacity to perform these services in-house. Moreover, processing individual procurements will affect the cost of services due to non-contract pricing.

#### **FISCAL IMPACT:**

This ordinance authorizes a contract with Cantu Contracting, Inc. to provide labor, equipment, materials, and tools required to provide mowing services for the Parks & Recreation Department. for an estimated cost of \$2,620,000 annually and an estimated total cost of \$13,100,000.00 from October 1, 2024, until September 30, 2027, with two additional one-year renewals at the City's option. Funding for this contract in the amount of \$2,472,000.00 is available from the General Fund FY 2025 Adopted Budget and \$148,000.00 from the City Cemetery 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.