



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** 7

**Agenda Date:** November 12, 2024

**In Control:** Audit Committee

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**DEPARTMENT:** Library

**DEPARTMENT HEAD:** Kathy Donellan

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile Briefing for an Annual Contract for SAPL Custodial Services

**SUMMARY:**

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.

**BACKGROUND INFORMATION:**

On July 3, 2024, a Request for Competitive Sealed Proposals (RFCSP) was released for the San Antonio Public Library for Custodial Services. The estimated contract value is \$9,200,000 for an initial 3 year term with 2, 1-year options to renew. The annual amounts will vary each year due to escalation: Year 1: \$1,500,000, Year 2: \$1,700,000, Year 3: \$1,900,000, Year 4: \$2,000,000, and Year 5: \$2,100,000.

On August 19, 2024, sixteen (16) proposals were received. Nine (9) proposals were deemed non-responsive for failing to meet the Small Business Economic Development Advocacy (SBEDA) subcontracting requirements of 20% for Minority/Women-Owned Business Enterprise (M/WBE) and 7% for African American Business Enterprise (AABE) as required by the RFCSP. Furthermore, one (1) proposal was deemed non-responsive for not providing pricing in the manner set forth as required by the RFCSP. Thus, six (6) proposals were deemed responsive and moved forward for full proposal evaluation. The evaluation committee representatives were David W. McCary, Assistant City Manager, City Manager's Office; Kathy Donellan, Interim Director, San Antonio Public Library; Jessica Zurita, Interim Assistant Director, San Antonio Public Library; Ruben Flores, Assistant Director, Building and Equipment Services Department; Jake Odland, Public Services Administrator, San Antonio Public Library; and Eric Pena, Facilities Coordinator, San Antonio Public Library.

The evaluation committee met to discuss and score all six responsive proposals on October 10, 2024. After initial scoring, the committee shortlisted the top three ranked firms for interviews. These interviews, along with the final scoring of the shortlisted firms, took place on October 29, 2024. The committee recommends awarding the contract to the highest-ranked respondent after final scoring was conducted. This item is scheduled for Council consideration on December 5, 2024.

**ISSUE:**

For briefing purposes only

**FISCAL IMPACT:**

**For briefing purposes only**

**ALTERNATIVES:**

For briefing purposes only

**RECOMMENDATION:**

Staff recommends approval to proceed with scheduling one contract for City Council consideration to provide custodial services to San Antonio Public Library for an estimated total value of

\$9,200,000 for a 3 year term with 2, 1-year options to renew.