

Department Recommendation Form (DRF)		
Procurement Recommendation (This section is to be completed by Procurement.)		
Procurement Specialist/Manager: Angela Alonso-Smith / Charisma Esparza		Date: 3/7/2025
Solicitation Number: RFCSP 24-146; 6100018321	Solicitation Name: Annual Contract for Custodial Services - Parks and Recreation Facilities	
Est. Annual Amount: \$895,000.00 Year 1 thru 5	Total Amount: \$4,475,000.00	
Type of Contract:	Annual <input checked="" type="checkbox"/>	Formal <input type="checkbox"/>
Procurement Method:	Competitive <input checked="" type="checkbox"/> COE-PHS <input type="checkbox"/> Sole Source <input type="checkbox"/> COE-PHS-Sole Brand <input type="checkbox"/> State Contract <input type="checkbox"/> COE-Unforeseen Damage <input type="checkbox"/> Cooperative <input type="checkbox"/> Name of CO-OP: _____	
Name of Cooperative & Contract #: (if applicable)	N/A	
Contract Period: (term + all renewals)	Upon award through March 31, 2028 with two, one year renewals	
Price Trend Analysis:	11.359%; New Contract. Price increase from previous 2020 contract due to awarding a new supplier, change in locations & # of service days, and a additional service year. Total Award 2020: \$4,018,500.00. Total Award 2025: \$ 4,475,000.00	
Department Users:	PARKS	
Recommended Vendor(s): Name/Address/Line Item(s)	United Service Associates, LLC 422 N. General McMullen, Ste. 105 San Antonio, Texas 78237	
Previous Vendor(s): Name/Address/Line Item(s)	3 rd Generation Services, LLC 6800 Park Ten Blvd., Suite 136E San Antonio, TX 78213	
Additional Information:	13 Initial responses were submitted and 8 were deemed responsive for evaluation.	
Projected Council Date:	April 10, 2025	
To ensure this project makes the next available Council date, signed DRF must be received by:	ASAP or March 10, 2025	

Department Recommendation (This section is to be completed by Department.)	
SOLICITATION NUMBER:	RFCSP 24-146; 6100018321
Concur / Non-Concur with recommended vendor(s). Indicate reasoning for concurrence / non-concurrence.	Concur
NAS: Indicate any bidders whose bids were "Not as Specified" (NAS) and give justification.	N/A
Indicate Council District(s) impacted or if City Wide:	Citywide
Background: This section should describe what prompted the need for this contract, a brief financial summary to include information if the item is grant funded (include grant expiration date), the bid process, and/or why a cooperative contract or a COE was used.	<p>Submitted for City Council consideration and action is a proposal submitted by United Service Associates, LLC, to provide custodial services at 42 City facilities for the Parks and Recreation Department. The custodial services are required to establish a custodial maintenance program that will ensure the facilities are uniformly clean, hygienic, orderly and attractive.</p> <p>The City issued a Request for Competitive Sealed Proposal for Annual Contract for Custodial Services – Parks and Recreation. Thirteen proposals were received. Five proposals were deemed non-responsive for failure to meet SBEDA requirements. United Service Associates, LLC, is recommended for contract award based on the City's standard RFCSP evaluation process.</p> <p>The evaluation committee consisted of representatives from the Parks and Recreation Facilities. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 15 points allotted for respondent's price schedule. Additional categories of consideration included references and financial qualifications.</p> <p>The initial term of the agreement shall be for the period upon award by City Council or April 10, 2025, whichever is later, through March 31, 2028. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.</p>
Issue: This section should clearly and concisely describe the action being requested of Council and the general impact of the recommended contract. Include warrants of item(s), life span of the purchase item(s), etc. – for Fleet items include Electric/Hybrid Vehicle Alternative and Vehicle Class language.	<p>This contract will provide custodial services at 42 City facilities for the Parks and Recreation Department. In addition, hourly service rates are included to provide supplemental coverage when requested on an on-call basis for immediate needs at all locations. Contract also includes pricing to add services for facilities added during the term of the contract.</p> <p>The contractor will ensure the facilities are continuously and uniformly cleaned, orderly and attractive for patrons and staff. The custodial services include, but are not limited to, general cleaning, disinfecting, trash removal, floor cleaning, and floor maintenance. The contractor shall provide all cleaning supplies and equipment to perform the services, as well as products to re-stock facilities including restrooms.</p>
Alternative: Discuss viable alternatives with the rationale for not opting to pursue each alternative. The alternatives for taking no action should be outlined from the perspective of a financial or operational impact.	<p>Should this contract not be approved, the Parks and Recreation Department would be required to process individual procurements on an as needed basis to provide custodial services thus affecting the cleanliness and appearance of the facilities. Processing individual procurements will affect the cost and timeliness of required services. The Parks and Recreation Department does not have the staff to perform these services in-house.</p>

Fiscal Impact: Provide the name of the fund(s) and fiscal year(s) utilized for this purchase(s). Funding questions and information must be completed on the last page of this document, if not completed this item may be delayed	This ordinance authorizes a contract with United Service Associates, LLC, to provide custodial services for the Parks and Recreation Department for an estimated amount of \$895,000.00 annually, to be funded with the respective department's FY 2025 operating budget.
Additional Information:	\$4,475,0000.00 Total \$895,000.00 Annual
PrimeGov Approver(s) – Name and Department:	
PrimeGov Peer Reviewer(s) – Name and Department:	
Fleet Matrix (If applicable): Is the Fleet Matrix attached?	Is the Fleet Matrix attached? YES <input type="checkbox"/> NO <input type="checkbox"/>

Any required information not provided will cause this item to be moved to the following available agenda date.

*** Asterisks indicate a required field.**

*CAPITAL PROJECT	
*Is this project included in the Capital Improvement Budget?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
*As a result of this action, does this place the project over budget?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
*The total budget amount approved to date:	
*Funds/Staffing Budgeted	YES <input type="checkbox"/> NO <input type="checkbox"/>
*Impact on Operations and Maintenance	YES <input type="checkbox"/> NO <input type="checkbox"/>
*FISCAL IMPACT SHEET REQUIRED WITH FUNDING INFORMATION (PROVIDE DAC WITH AN ELECTRONIC VERSION TO BE UPLOADED AS ATTACHMENT IN RFCA)	

*OPERATING EXPENDITURE	
*Are funds budgeted for this expenditure?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
*Comments	
*Staffing Budgeted	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
*Positions Currently Authorized?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
*Impact on Operations and Maintenance?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
*Personnel Changes?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
*If item is not budgeted, please specify: Available Funding Source	<input type="checkbox"/> Carry Forward <input type="checkbox"/> One Time <input type="checkbox"/> Other Sources <input type="checkbox"/> Undesignated Fund Balance
*Amount	\$895,000.00
*General Ledger No.	5204060
*Fund No.	11001000
*Cost Center	2615040001

*GRANT OR OTHER REVENUE	
*Grant Type and Name i.e. federal, state or other grant (if applicable)	
*Is this 100% grant funded	YES <input type="checkbox"/> NO <input type="checkbox"/>
If the item is NOT 100% grant funded or N/A, then Cash Match and In-Kind Match are required:	
List in-kind match	
List cash match	
If cash, amount:	
Cost Center:	
General Ledger No:	
Fund No:	
Internal Order (if applicable)	
*Does the grant budget include an indirect cost to the General Fund? Or is the grant expired?	
*If this is a new grant, does this action create a new position? Explain in detail.	
*If this is a continuation of a grant, does this action require any changes to the current authorized positions for the department/project? Explain in detail.	
*Fiscal Impact on Operations and Maintenance	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
*Grant related	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
*Donated Property/Item	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
*Amount	
*Internal Order	
*Fund No.	
*General Ledger No.	
*Cost Center	

APPROVED BY:

(This form must be completed and signed to be considered for Council award and recommendation. Forms that are not completed and signed with approval will be delayed and returned to Department.)

James Ramirez
Department Fiscal Administrator

Signature

Date

Homer Garcia III
Department Head or Designee

Signature

Date