



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 4

**Agenda Date:** April 17, 2025

**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 Custodial Services for Parks & Recreation Department

**SUMMARY:**

This ordinance authorizes a contract with United Service Associates, LLC to provide custodial services for various City facilities for the Parks & Recreation Department for an estimated annual cost of \$895,000 and an estimated total cost of \$4,475,000 over the contract term, to include initial term to begin upon award through March 31, 2028, with two, one-year renewal options. Funding in the amount of \$447,500 for the remainder of FY 2025 is available in the General 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 United Service Associates, LLC to provide routine custodial services at forty-two various City facilities for the Parks & Recreation Department. These services are required by the City of San Antonio to establish a custodial maintenance program that will ensure the facilities are uniformly clean, hygienic, orderly and attractive. Any tasks that are part of ordinary custodial services are included in this contract.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Annual Contract for Custodial Services for Parks & Recreation Facilities” (RFCSP 24-146, 6100018321) on November 20, 2024, with a submission deadline of January 17, 2025. 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 a list of potential respondents. Thirteen proposals were received and five proposals were deemed non-responsive due to respondents’ failure to meet the Small Business Economic Development Advocacy (SBEDA) Program subcontracting requirements. The remaining eight proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the City Manager’s Office, Department of Human Services, and Parks & Recreation Department. The Finance Department, Procurement 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 and qualifications; 35 points allotted for proposed plan; 15 points allotted for respondent’s price schedule; 10 points allotted for the Small Business Enterprise (SBE) Prime Contract Program and 10 points allotted for the Minority/Woman Owned Business Enterprise (M/WBE) Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the eight responsive proposals on March 4, 2025. The top ranked firm was United Service Associates, LLC and is recommended for award by the evaluation committee.

The initial term of the agreement will begin upon award through March 31, 2028, with two, one-year renewal options at the City’s option which will also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide routine custodial services at forty-two various City facilities for the Parks & Recreation Department as required by the City of San Antonio to establish a custodial maintenance program that will ensure the facilities are uniformly clean, hygienic, orderly and attractive.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. United Service Associates, LLC is a small, minority, woman-owned firm that received twenty evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area and will be self-performing the 16% Minority and/ or Woman-Owned Business Enterprise (M/WBE) subcontracting goal. Additionally, they met the 5% African American Business Enterprise (AABE) goal by subcontracting.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Program does not apply to goods or non-professional services contracts, so no preference was applied to this contract.

This vendor has agreed 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 without custodial services for forty-two park facility locations. As a public serving department, custodial services are essential to maintain facilities that are uniformly clean, hygienic, orderly and attractive for the public. The City does not have the adequate staff to perform the work. Additionally, the processing of individual procurements will affect the facilities' cleanliness and cost of services due to non-contractual pricing.

**FISCAL IMPACT:**

This ordinance will approve a contract with United Service Associates, LLC to provide custodial services for the Parks & Recreation Department with at various City facilities for an estimated annual cost of \$895,000 and an estimated total cost of \$4,475,000 over the contract term, which includes initial term to begin upon award through March 31, 2028, with two, one-year renewals options. Funding in the amount of \$447,500 for the remainder of FY 2025 is available in the General 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.