

Pre-Solicitation Briefing for Annual Contract for Custodial Services for SAPL



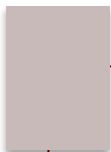


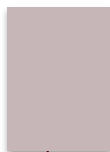
Audit and Accountability Committee

Date: March 29, 2023

Presented by: Kathy Donellan, Assistant Director, San Antonio Public Library

Project and Solicitation Overview

The San Antonio Public Library (SAPL) seeks proposals from qualified vendors interested in providing custodial services for twenty-seven (27) library facilities. The services include routine cleaning, non-routine cleaning, day porters, and event and meeting room setup for all locations. The vendor will provide augmentation services to the Central Library facility, if full services are not selected. These services must be provided in a manner conducive to the goals of maintaining library facilities in a manner that reflects a positive image to our patrons.

 Solicitation Type <ul style="list-style-type: none">•Request for Competitive Sealed Proposals	 Proposed Term <ul style="list-style-type: none">•3 years, 2, 1 year options to renew	 Estimated Value <ul style="list-style-type: none">•\$1.2 million annually•\$6 million total	 Current Contract Status <ul style="list-style-type: none">•Contract expires on September 30, 2023
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Solicitation Overview



Outreach

NIGP Codes Identified	91039: Janitorial and Custodial Services 48565: Janitorial Equipment and Supplies (not otherwise classified)
Number of Vendors to be Notified	Central Vendor Registry: 371 Veteran Owned Small Business (SBA/SCTRCA): 2904/30 Targeted Vendor Outreach: 12
Advertising	TVSA Channel 21 COSA Bidding Opportunities website Hart Beat

Evaluation Voting Members

David McCary, Assistant City Manager, City's Manager Office

Kathy Donellan, Assistant Library Director – Support Services, San Antonio Public Library

Rose Navarro, Facilities Manager, San Antonio Public Library

Elma Nieto-Rodriguez, Public Service Administrator, San Antonio Public Library

Mark Jenkins, City Tower Facilities Manager, Building and Equipment Services Department

Solicitation Requirements



Evaluation Criteria

Experience, Background, Qualifications: 30 points
Proposed Plan: 30 points
Pricing: 20 points
SBE Prime Contract Program: 5 points
M/WBE Prime Contract Program: 5 points
ESBE Prime Contract Program: 10 points

Additional Requirements

Audited Financial Statements: Not Required
Local Preference Program: Not Applicable
Veteran-Owned Small Business Preference Program: Not Applicable
SBEDA Subcontracting Requirements: 25% M/WBE; 7% AABE;
Mentorship Requirement

SBEDA Goal Setting Overview



Goal Setting Committee Members

Ian Benavidez, Deputy Director, Neighborhood and Housing Services Department
Michael Sindon, Economic Development Administrator, Economic Development Department
Angelica Mata, Assistant Director, Finance Department
Kathy Donellan, Assistant Library Director for Support Services, San Antonio Public Library
Frank Munoz, Citizen, Community Member
Juliana Lopez, Citizen, Community Member

API Applied

SBEDA Program Criteria = 20 points

- SBE Prime Contract Program = 5 points
- M/WBE Prime Contract Program = 5 points
- ESBE Prime Contract Program = 10 points

SBEDA Subcontracting Requirements: 25% M/WBE Subcontracting; 7% AABE Subcontracting

- Self-performance by Prime respondents will count toward subcontracting goals.
- Mentorship Requirement

Availability Analysis

APIs are supported by the following analysis on a contract-by-contract basis:

- Opportunities for S/M/WBEs within the scope of work
- Percentage of S/M/WBEs available in the Central Vendor Registry
- Utilization of S/M/WBEs on historic projects similar in nature

Project Timeline





Thank You

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