



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 4

**Agenda Date:** October 19, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** District 1, District 2

**SUBJECT:**

Annual Contract for Custodial Services for CCDO & Park Locations

**SUMMARY:**

This ordinance approves a contract with 3rd Generation Services, LLC to provide custodial services in an estimated annual cost of \$1,171,000 with a total contract value of \$5,855,000 through June 30, 2026 with two additional one-year renewals. Funding for this contract is available from the General Fund and Market Square Fund FY 2024 Adopted Budgets. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget and funds.

**BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by 3rd Generation Services, LLC to provide custodial services for the Center City Development and Operations Department and the Parks & Recreation Department. The contractor will provide custodial services at La Villita, Market Square, Centro de Artes Building, Centro Information Center, Downtown Lavatory, City Marina, and the San Antonio Garden Center.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for Annual Contract for

Custodial Services for CCDO & Park Locations on April 10, 2023, with a submission deadline of May 26, 2023. The RFCSP was advertised in the Hart Beat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System (SAEPS) and an email notification was released to a list of potential Respondents. Seven proposal responses were received; however, one proposal was deemed non-responsive for failure to meet the Small Business Economic Development Advocacy (SBEDA) Program subcontracting goal and another was deemed nonresponsive for submitting a substantially incomplete proposal. The remaining five (5) proposal responses were deemed eligible for evaluation.

The evaluation committee consisted of representatives from the City Manager's Office, CCDO, and Parks. The Finance Department, Procurement Division, facilitated the procurement by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, service quality, previous performance, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; 20 points allotted for respondent's price schedule; and 20 preference points were allotted for the SBEDA Program.

The evaluation committee conducted initial evaluation on August 22, 2023, of the five responsive proposals and shortlisted the top three ranked respondents. The evaluation committee recommended to proceed with interviews. Interviews of the top three ranked respondents were conducted on September 1, 2023. Following the interviews, the evaluation committee discussed and finalized scores based on interviews and proposal responses. At the evaluation meeting, individual scores were submitted, and aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the pricing scores and the SBEDA scores were revealed. 3rd Generation Services, LLC, the highest-ranking firm, was recommended for award by the evaluation committee.

The initial term of the agreement will be upon City Council award through June 30, 2026. Two additional one-year renewals, at the City's option, will also be authorized by this ordinance. Total estimated annual amount is \$1,171,000 with a total contract value of \$5,855,000; funds are not encumbered by this ordinance.

#### **ISSUE:**

This contract will provide Custodial Services for CCDO and the Parks & Recreation Department. The contractor will provide custodial services at La Villita, Market Square, Centro de Artes Building, Centro Information Center, Downtown Lavatory, City Marina, and San Antonio Garden Center. 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. The facilities serviced by Contractor include indoor areas and outdoor areas.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise

(SBE) Prime Contract Program with five (5) evaluation preference points, the Minority/ Women-Owned Business Enterprise (MWBE) Prime Contract Program with five (5) evaluation preference points, the Emerging Small Business Enterprise (ESBE) Prime Contract Program with ten (10) evaluation preference points, the twenty-four percent (24%) Minority/ Women-Owned Business Enterprise (MWBE) subcontracting goal, and the seven percent (7%) African American Business Enterprise (AABE) subcontracting goal. 3rd Generation Services, LLC was eligible to receive all specified points and has committed to 24% M/WBE and 7% AABE subcontractor participation.

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.

### **ALTERNATIVES:**

Should this contract not be approved, CCDO and Parks would be required to process individual procurements to provide custodial services as needed thus affecting the cleanliness and appearance of the facilities. The departments do not have the staff to perform these services in-house. Moreover, processing individual procurements will affect the cost of services due to non-contract pricing.

### **FISCAL IMPACT:**

Ordinance approving a contract with 3rd Generation Services, LLC to provide custodial services in an estimated annual cost of \$1,171,000 with a total contract value of \$5,855,000 through June 30, 2026 with two additional one-year renewals. Funding for this contract is available from the General Fund and Market Square Fund FY 2024 Adopted Budgets. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget and funds.

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the departments' adopted budget approved by City Council. Services are dependent upon available funds within adopted budget.

### **RECOMMENDATION:**

Staff recommends approval.

This contract was procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.

