



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 2

**Agenda Date:** February 20, 2023

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Pre-Solicitation High Profile Briefing for Custodial Services at Various City Facilities

**SUMMARY:**

The City is seeking an experienced and qualified Custodial Services Contractor to establish a custodial maintenance program that ensure the facilities are uniformly clean, hygienic, orderly and attractive for various city facilities. Respondent shall furnish all cleaning and custodial maintenance supplies and commercial equipment necessary to perform the services specified under this contract.

**BACKGROUND INFORMATION:**

The pre-solicitation briefing will cover the estimated contract value, projected timeline, high profile designation, scope of work, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran-owned small business preference program applicability and SBEDA Program requirements.

The City is seeking an experienced and qualified Custodial Services Contractor to establish a custodial maintenance program that ensure the facilities are uniformly clean, hygienic, orderly and attractive for various city facilities. This briefing will allow an opportunity for input from Committee members.

A Request for Competitive Sealed Proposal (RFCSP) will be released by DHS for various City facilities to provide a custodial maintenance program that ensure the facilities are uniformly clean, hygienic, orderly and attractive for various city facilities over a three-year (3) period, with two (2) one-year options.

**ISSUE:**

For briefing purposes only.

**FISCAL IMPACT:**

For briefing purposes only.

**ALTERNATIVES:**

For briefing purposes only.

**RECOMMENDATION:**

For briefing purposes only.