



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 5

**Agenda Date:** March 29, 2023

**In Control:** Audit and Accountability Committee

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**DEPARTMENT:** Library

**DEPARTMENT HEAD:** Ramiro Salazar

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

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

**SUMMARY:**

The San Antonio Public Library (SAPL) will present a pre-solicitation briefing for the selection of a vendor to provide Custodial Services to the Library facilities. This briefing will allow an opportunity for input from Committee members.

**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 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.

A Request for Competitive Sealed Proposals will be released by SAPL to provide custodial services 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