



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 10

**Agenda Date:** November 14, 2023

**In Control:** Audit Committee

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**DEPARTMENT:** Library

**DEPARTMENT HEAD:** Ramiro Salazar

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile item for an Annual Contract for Custodial Services for San Antonio Public Library

**SUMMARY:**

The San Antonio Public Library solicited proposals for respondent(s) to perform custodial services at various City libraries. These services are required by the City of San Antonio to establish a custodial maintenance program that will ensure the libraries are uniformly clean, hygienic, orderly, and attractive. Any tasks that are part of ordinary custodial services are included in this contract. Respondent shall furnish all cleaning and custodial maintenance supplies and commercial equipment necessary to perform the services specified under this contract.

**BACKGROUND INFORMATION:**

On July 7, 2023, a Request for Competitive Sealed Proposals (RFCSP) was released for custodial services at the San Antonio Public Library. The estimated contract value is \$7.5 million for an initial term of 3 years with 2, 1-year options to renew. The evaluation Criteria included Experience, Background and Qualifications: 25 points; Proposed Plan: 35 points; Pricing: 20 points; and SBEDA: 20 points (SBE Prime Contract Program: five (5) points, M/WBE Prime Contract Program: five (5) points, and ESBE Prime Contract Program: ten (10) points. Additional requirements include SBEDA Subcontracting Requirements of 26% M/WBE; 7% AABE.

On September 15, 2023, 13 responses were received, and 4 responses were deemed non-responsive for failing to meet the Small Business Economic Development Advocacy (SBEDA) Subcontracting Goals as required by the RFCSP. Thus, nine (9) responses were deemed responsive and moved forward for full proposal evaluation. The voting evaluation committee consisted of David McCary, Assistant City Manager, City Manager's Office; Kathy Donellan, Assistant Director, San Antonio Public Library; Rose Navarro, Facilities Manager, San Antonio Public Library; Albert Hernandez, Facilities Coordinator, San Antonio Public Library; and Elma Nieto-Rodriguez, Public Service Administrator, San Antonio Public Library.

The evaluation committee met to discuss and score all nine (9) responsive proposals on October 26, 2023. Four (4) firms were shortlisted for interviews. Interviews and final scoring with shortlisted firms was held on November 1, 2023. Final scoring was conducted upon completion of interviews. The committee recommends awarding the contract to the highest-ranking respondent after final scoring.

This item is scheduled for Council consideration on November 30, 2023.

**ISSUE:**

For briefing purposes only

**FISCAL IMPACT:**

For briefing purposes only

**ALTERNATIVES:**

For briefing purposes only

**RECOMMENDATION:**

For briefing purposes only