



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** 9

**Agenda Date:** November 14, 2023

**In Control:** Audit Committee

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile Item for Annual Contract for Custodial Services for Various City Facilities

**SUMMARY:**

The Department of Human Services (DHS), in coordination with Purchasing and multiple city departments, completed a solicitation process for a Request for Competitive Sealed Proposals (RFCSP) for custodial services. Participating city departments who will utilize contractual custodial services through this solicitation include, DHS, San Antonio Police Department (SAPD), San Antonio Fire Department (SAFD), Solid Waste Management Department, Public Works, Information Technology Services and the World Heritage Office. This item provides a post solicitation briefing to the Audit and Accountability Committee prior to being presented to City Council for consideration.

## **BACKGROUND INFORMATION:**

The City of San Antonio solicited proposals to perform custodial services at various city facilities. These services are required by the City of San Antonio to establish a custodial maintenance program that will ensure facilities are uniformly clean, hygienic, orderly and attractive. Any tasks that are part of ordinary custodial services are included in this contract. As a provision within the solicitation, respondents were required to furnish all cleaning, custodial maintenance supplies, and commercial equipment necessary to perform the services specified under this contract.

On August 18, 2023, an RFCSP was released for custodial services at various City facilities. The estimated contract value is \$7 million for the project duration. Evaluation Criteria included Experience, Background and Qualifications: 30 points; Proposed Plan: 30 points; Pricing: 20 points; and SEBDA: 20 points (ESBE Prime Contract Program: 10 points and M/WBE Prime Contract Program: 10 points).

Additional requirements include SBEDA Subcontracting Requirements of 23% M/WBE; 5% AABE.

The voting evaluation committee consisted of Melody Woosley, Director, DHS; Jessica Dovalina, Assistant Director, DHS; Robert Lassere, Facility Coordinator, DHS; Maria Rivera, Social Services Manager, DHS; Sabrina Galindo, Captain, Detention Center, SAPD; Joey Blackman, Facilities Manager, SAPD; Mark Rodrigues, Management Analyst, San Antonio Fire Department (SAFD).

The evaluation committee met to discuss and score all ten (10) responsive proposals on October 24, 2023. The committee recommends awarding the contract to the highest-ranking respondent after final scoring.

This item is scheduled for Council consideration on December 7, 2023.

## **ISSUE:**

For briefing purposes only

## **FISCAL IMPACT:**

For briefing purposes only

## **ALTERNATIVES:**

For briefing purposes only

## **RECOMMENDATION:**

Staff recommends approval to proceed with scheduling the contract for City Council consideration to provide Custodial Services for Various City Facilities with an estimated total value of \$8,166,556.00 for an initial three (3) year term with two (2) one-year options to renew.