



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 7

Agenda Date: May 2, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acreage Shredding Services for SAFD

SUMMARY:

This ordinance authorizes a contract with Cantu Contracting, Inc. to provide acreage shredding services for the San Antonio Fire Department (SAFD) for an estimated cost of \$61,920 annually and for an estimated total cost of \$309,600, to begin upon award through December 31, 2026, with two (2), additional one-year renewal options. These services will maintain designated areas clean and safe to provide emergency access to fire facilities. Funding for this contract in the amount of \$61,920 is available from the General Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Cantu Contracting, Inc. to provide Acreage Shredding Services for various San Antonio Fire Department locations (SAFD). SAFD locations include various lots near Fire Department facilities and fire stations. The services are to maintain designated areas clear for emergency access to SAFD facilities and to maintain a clean, safe, attractive and orderly environment. Services include but are not limited to acreage shredding, brush/debris removal and disposal, trimming of vegetation, weeds and grass,

and litter pickup at various SAFD facilities.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Annual Contract for Acreage Shredding Services for the San Antonio Fire Department” (RFCSP 23-141, 6100017543) on October 25, 2023, with a submission deadline of November 27, 2023. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential respondents. Three proposals were received and deemed eligible for review and evaluation. Cantu Contracting, Inc. is recommended for contract award based on the City’s standard RFCSP evaluation process.

The evaluation committee met on January 29, 2024 to evaluate proposals. The evaluation committee consisted of representatives from the San Antonio Fire Department and the Building and Equipment Services Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firms’ experience, background, qualifications, proposed plan, price, and the Small Business Economic Development Advocacy (SBEDA) program. Additional categories of consideration included references and financial qualifications.

The evaluation of each proposal was based on a total of 100 points: 35 points allotted for Experience, Background, and Qualifications; 30 points allotted for Proposed Plan; and 15 points allotted for respondent’s Price Schedule. Ten preference points were allotted for the Emerging Small Business Prime Contract Program, and ten preference points allotted for the Minority and Women-Owned Business Enterprise Prime Contract Program.

The initial term of the agreement will begin upon award through December 31, 2026. Two additional one-year renewals at the City’s option will also be authorized by this ordinance.

ISSUE:

SAFD requires acreage shredding services at times on a monthly basis or as needed for fire facilities. This contract will provide routine acreage shredding at various SAFD facilities and fire stations to maintain designated areas clean and safe for emergency access to SAFD. These services include but are not limited to acreage shredding and brush/debris removal on a routine scheduled basis or on an as needed basis based on conditions such as weather or environmental conditions, as requested by SAFD.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Emerging Small Business Enterprise (ESBE) Prime Contract Program with ten (10) evaluation preference points, and the Minority/ Women-Owned Business Enterprise (MWBE) Prime Contract Program with ten (10) evaluation preference points. Cantu Contracting, Inc. was eligible to receive ten (10) evaluation MWBE preference points.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

This vendor has acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023 through Ordinance #2023-08-31-0585.

ALTERNATIVES:

Should this contract not be approved, SAFD may be required to process individual procurements on an as needed basis thus affecting the appearance of SAFD locations; or SAFD may need to use in-house SAFD staff to perform the work which may result in overtime and/or reduced staff capacity for other duties.

FISCAL IMPACT:

This ordinance will approve a contract with Cantu Contracting, Inc. to provide routine acreage shredding at SAFD for an estimated cost of \$61,920 annually, for an estimated total cost of \$309,600 over the contract term, to begin upon award through December 31, 2026, with two (2), additional one-year renewal options. Funding for this contract in the amount of \$61,920 is available from the General Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

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