

Post-Solicitation Briefing for Annual Contract for Custodial Services for SAPL



Audit Committee

Date: November 14, 2023

Presented by: Kathy Donellan, Assistant Director, San Antonio Public Library

Solicitation Overview



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.

These services include all cleaning and custodial maintenance supplies and commercial equipment necessary to ensure the libraries are uniformly clean, hygienic, orderly, and attractive.

Solicitation Type

- Request for Competitive Sealed Proposals (RFCSP)

Proposed Term

- 3 years with 2, 1-year options

Estimated Value

- \$1.5 million annually
- \$7.5 million total

Current Contract Status

- Expires December 31, 2023

Initial Evaluation



INITIAL SCORE MATRIX

RFCSP for Annual Contract for Custodial Services (23-059; 6100016583)	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Vendor F	Vendor G	Vendor H	Vendor I
Score Summary INITIAL EVALUATION October 26, 2023										
A - Experience, Background, Qualifications	25	19.00	19.00	17.40	15.40	3.80	17.60	8.60	7.60	7.40
B - Proposed Plan	35	24.20	27.20	21.60	20.40	5.20	21.20	8.40	7.80	8.40
A - B Sub-Total	60	43.20	46.20	39.00	35.80	9.00	38.80	17.00	15.40	15.80
C - Price	20	12.64	7.06	10.49	11.48	20.00	10.11	9.26	10.78	11.92
D - SBEDA - SBE Prime Contract Program	5	5.00	5.00	5.00	5.00	5.00	0.00	5.00	5.00	5.00
D - SBEDA - M/WBE Prime Contract Program	5	5.00	5.00	5.00	5.00	5.00	0.00	5.00	5.00	5.00
D - SBEDA - E/SBE Prime Contract Program	10	10.00	10.00	0.00	0.00	10.00	0.00	10.00	10.00	0.00
TOTAL SCORE	100	75.84	73.26	59.49	57.28	49.00	48.91	46.26	46.18	37.72
RANK BASED ON TOTAL SCORE		1	2	3	4	5	6	7	8	9

SBEDA Subcontracting Requirements – M/WBE 25%; AABE 7%

Local Preference Program – Not Applicable

Veteran-Owned Small Business Preference Program – Not Applicable

Recommended Award



FINAL SCORE MATRIX					
RFCSP for Annual Contract for Custodial Services (23-059; 6100016583) Score Summary FINAL EVALUATION November 1, 2023	Maximum Points	Vendor B	Vendor A	Vendor D	Vendor C
A - Experience, Background, Qualifications	25	23.00	14.40	17.60	8.40
B - Proposed Plan	35	30.80	17.20	22.40	6.20
A - B Sub-Total	60	53.80	31.60	40.00	14.60
C - Price	20	7.06	12.64	11.48	10.49
D - SBEDA - SBE Prime Contract Program	5	5.00	5.00	5.00	5.00
D - SBEDA - M/WBE Prime Contract Program	5	5.00	5.00	5.00	5.00
D - SBEDA - E/SBE Prime Contract Program	10	10.00	10.00	0.00	0.00
TOTAL SCORE	100	80.86	64.24	61.48	35.09
RANK BASED ON TOTAL SCORE		1	2	3	4

SBEDA Subcontracting Requirements – M/WBE 25%; AABE 7%

Local Preference Program – Not Applicable

Veteran-Owned Small Business Preference Program – Not Applicable

Due Diligence



Finance and Auditor Departments – Due Diligence Results

Number of vendors notified:

717

Number of vendors at pre-submittal conference:

21

Number of responses received:

13; 4 Respondents deemed non-responsive as submissions failed to meet SBEDA subcontracting goal requirements.

Results of Minimum Requirements Review

No Material Findings

Results of Due Diligence Review

No Material Findings



Thank You

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