



City of San Antonio

Agenda Memorandum

File Number:
{{item.tracking_number}}

Agenda Item Number: 2

Agenda Date: June 3, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Convention and Sports Facilities

DEPARTMENT HEAD: Patricia Muzquiz Cantor

COUNCIL DISTRICTS IMPACTED: District 1

SUBJECT:

Post-Solicitation High Profile Item for Annual Contract for Custodial and Supplemental Conversion/Labor Services at the Henry B. Gonzalez Convention Center.

SUMMARY:

Post-solicitation briefing on Annual Contract for Custodial and Supplemental Conversion/Labor Services at the Henry B. Gonzalez Convention Center.

BACKGROUND INFORMATION:

The City of San Antonio's Convention and Sports Facilities Department solicited proposals for custodial and supplemental conversion services at the Convention Center. Services include daily custodial tasks, general facility cleaning for events, cleaning public restrooms, ensuring trash and recycling containers are emptied and trash/recycling materials are disposed of in the appropriate facility compactors. Supplemental conversion labor staff will be used to augment City staff in the

transition from one event to another in the setup of chairs, tables, stages, and podiums.

ISSUE:

Solicitation Type: Request for Competitive Sealed Proposal

Contract Value: \$6.5 Million

Term of Contract: 3 years with 2, 1-year renewal options

Number of Respondents: 5

Contract to be Awarded: 1

Council Consideration: June 9, 2022

Evaluation Criteria:

- Experience, Background and Qualifications: 25 points

- Proposed Plan: 35 points

- Price: 20 points

- SBE Prime Contract Program: 10 points

- M/WBE Prime Contract Program: 10 points

SBEDA Requirements: 15% MWBE; 3% AABE subcontracting goals

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

- Alejandra Lopez, Assistant City Manager, City Manager's Office

- Patricia Muzquiz Cantor, Executive Director, Convention & Sports Facilities Department

- Wanda Williams, Convention Center General Manager, Convention & Sports Facilities Department

- Bernard Brown, Convention Center Facilities Manager, Convention & Sports Facilities Department

- Rodney Ball, General Manager, Encore

FISCAL IMPACT:

For briefing purposes only.

ALTERNATIVES:

For briefing purposes only.

RECOMMENDATION:

Final score matrix for this solicitation is attached. Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business

information. No material findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.