

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL,  
SIGNED ORDINANCE ADOPTED BY THE CITY COUNCIL.**

**ORDINANCE**

**APPROVING A CONTRACT WITH PRITCHARD SPORTS  
& ENTERTAINMENT GROUP LTD., TO PROVIDE AND  
MANAGE CUSTODIAL AND SUPPLEMENTAL  
CONVERSION/LABOR SERVICES AT THE HENRY B.  
GONZALEZ CONVENTION CENTER FOR THE  
CONVENTION AND SPORTS FACILITIES DEPARTMENT  
FOR AN ESTIMATED ANNUAL COST OF \$1.3 MILLION,  
TOTALING AN ESTIMATED \$6.5 MILLION OVER THE  
CONTRACT PERIOD, INCLUDING RENEWAL OPTIONS.  
FUNDING IS AVAILABLE FROM THE CONVENTION  
AND SPORTS FACILITIES OPERATING BUDGET.**

\* \* \* \* \*

**WHEREAS**, the City released a Request for Competitive Sealed Proposals (RFCSP) to provide and manage custodial and supplemental conversion/labor services for events held at the Henry B. Gonzalez Convention Center (Convention Center) for the Convention and Sports Facilities Department; and

**WHEREAS**, these services provide custodial services to include daily, pre-event, event, post-event, and special project cleaning for the entire interior of the Convention Center and some exterior spaces and to provide supplemental conversion and labor services to include staff to assist City facilities staff with conversion and transition from one type of event to another; and

**WHEREAS**, five proposals were received and evaluated; and

**WHEREAS**, staff recommends Pritchard Sports & Entertainment Group Ltd. for award of this contract based on the City's standard RFCSP evaluation process; and

**WHEREAS**, approval of this ordinance will authorize a contract beginning upon the effective date of the ordinance awarding this contract and terminating on May 31, 2025, with the option for the City to renew for two additional, one-year periods for an estimated annual amount of \$1.3 million annually, totaling an estimated \$6.5 million over the entire contract period, including renewal options; and

**WHEREAS**, all expenditures will be in accordance with the applicable fiscal year's budget approved by City Council; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The proposal submitted by Pritchard Sports & Entertainment Group Ltd., to provide and manage custodial and supplemental conversion/labor services for events held at the Convention Center for the Convention and Sports Facilities Department for an estimated amount of \$1.3 million annually is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. A copy of the Score Summary, RFCSP and contract is attached hereto and incorporated herein for all purposes as **Exhibit I**.

**SECTION 2.** Funding for this ordinance in the amount of \$1.3 million is available in Fund 29006000, Cost Center 4205010001 and General Ledger 5202020 as part of the Fiscal Year 2022 Adopted Budget approved by City Council. Additional funding is contingent upon City Council approval of the Fiscal Year 2023 and subsequent budgets that fall within the term of the contract.

**SECTION 3.** Payment is authorized to Pritchard Sports & Entertainment Group, Ltd., and should be encumbered with a purchase order.

**SECTION 4.** The financial allocations in this ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this ordinance.

**SECTION 5.** This ordinance is effective immediately upon passage by eight or more affirmative votes; otherwise, it is effective on the tenth day after passage.

**PASSED and APPROVED** this \_\_\_ day of \_\_\_\_\_, 2022.

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Debbie Racca-Sittre, City Clerk

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Andrew Segovia, City Attorney