# Pre-Solicitation Briefing for Citywide Custodial Services



# **Audit and Accountability Committee**

February 20, 2023

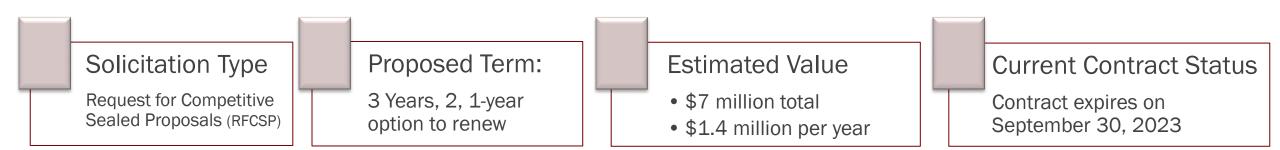
Presented by: Melody Woosley, Director, Department of Human Services

# **Project and Solicitation**



The City is soliciting proposals from a qualified Custodial Services Contractor for various city facilities for the following Departments: Human Services, San Antonio Police Department, San Antonio Fire Department, Solid Waste Management, Public Works, Information Technology Services, Center City Development & Operation's, and World Heritage Office.

The services establish a custodial maintenance program that ensures the facilities are uniformly clean, hygienic, orderly and attractive. Respondent shall furnish all cleaning and custodial maintenance supplies and commercial equipment necessary to perform the services specified under this contract.



# **Solicitation Overview**



Outreach	
NIGP Codes Identified	91039 – Janitorial and Custodial Services
Number of Vendors to be Notified	Central Vendor Registry: 269 Veteran Owned Small Business (SBA/SCTRCA): 0 Targeted Vendor Outreach: 12
Advertising	TVSA Channel 21 COSA Bidding Opportunities website Hart Beat

# **Evaluation Voting Members** Melody Woosley, Director, Department of Human Services (DHS) Jessica Dovalina, Assistant Director, DHS Robert Lassere, Department Facilities Coordinator, DHS Maria Rivera, Social Services Manager, DHS Sabrina Galindo, Captain, Detention Center Joey Blackman, Facilities Manager, SAPD Mark Rodriguez, Management Analyst, SAFD Joseph Cruz, Superintendent of River Walk Operation, Center City Development & Operations

# **Solicitation Requirements**



### **Evaluation Criteria**

Experience, Background, Qualifications: 30 points

Proposed Plan: 30 points

Pricing: 20 points

SBE Prime Contract Program: 5 points

M/WBE Prime Contract Program: 5 points ESBE Prime Contract Program: 10 points

# Additional Requirements

Audited Financial Statements: Not Required Local Preference Program: Not Applicable

Veteran-Owned Small Business Preference Program: Not Applicable

SBEDA Subcontracting Requirements: 26% M/WBE; 7% AABE;

Mentorship Requirement

# **SBEDA Goal Setting Overview**



## Goal Setting Committee Members

Michael Sindon, Economic Development Administrator, EDD

Ian Benavidez, Deputy NHS Director, NHSD

Angelica Mata, Assistant Finance Director, Procurement

Patrick Steck, Assistant Director, Department of Human Services

Frank Munoz, Citizen, Community Member Juliana Lopez, Citizen, Community Member

## **API Applied**

SBEDA Program Criteria = 20 points

- SBE Prime Contract Program = 5 points
- M/WBE Prime Contract Program = 5 points
- ESBE Prime Contract Program = 10 points

SBEDA Subcontracting Requirements: 26% M/WBE Subcontracting; 7% AABE Subcontracting

Self-performance by Prime respondents will count toward subcontracting goals.

## Availability Analysis

APIs are supported by the following analysis on a contract-by-contract basis:

- Opportunities for S/M/WBEs within the scope of work
- Percentage of S/M/WBEs available in the Central Vendor Registry
- Utilization of S/M/WBEs on historic projects similar in nature

# **Project Timeline**



# **Pre-Solicitation**

# Solicitation

# Post – Solicitation

# **Finalization**

## **Goal Setting Committee:**

■ January 12, 2023

## **Pre-Solicitation Briefing:**

February 20, 2023

#### **Release Date:**

■ March 1, 2023

## **Pre-Submittal**

#### Conference:

March 14, 2023

## **Deadline for Questions:**

■ April 7, 2023

#### Due Date:

■ April 14, 2023

## **Evaluation Complete:**

■ June 2, 2023

## **Contract Negotiated:**

■June 16, 2023

## **Post-Solicitation Briefing:**

August 23, 2023

# City Council Consideration:

September 2023

#### **Contract Start Date:**

October 1, 2023



# **Thank You**

February 20, 2023

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