



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 4

**Agenda Date:** February 23, 2022

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Library

**DEPARTMENT HEAD:** Ramiro Salazar

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Pre-Solicitation High Profile Item for Annual Contract for Landscaping

**SUMMARY:**

The San Antonio Public Library (SAPL) Department is soliciting proposals from qualified vendors interested in furnishing all labor, equipment, materials, expertise, and tools required to perform landscaping, mowing and irrigation inspection, maintenance and repair services. These services are required to establish a landscape and irrigation maintenance and repair program at twenty-seven SAPL locations (including Marquee Plaza at the Mission Library). There are nine non-irrigation sites, and eighteen irrigation locations. These services will ensure the appearance of the grounds are attractive and orderly while maintaining the functionality of the irrigation system.

Services include, but are not limited to, mowing, edging, string trimming, leaf/debris blowing, sweeping, hand weeding, shrub pruning, tree trimming, water chlorination, raking, removal of leaves, fallen branches and general landscape and irrigation maintenance and repair services at the designated locations.

## **BACKGROUND INFORMATION:**

Department: San Antonio Public Library

Solicitation Type: Request for Competitive Sealed Proposals

Estimated Value: \$1.7 Million

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

Release Date: March 4, 2022

Closing Date: April 20, 2022

Proposed Council Date: September 8, 2022

Evaluation Criteria:

· Experience, Background, 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% M/WBE Subcontracting; 3% AABE Subcontracting

Local Preference Program: Not Applicable

Veteran Owned Small Business Preference Program: Not Applicable

Voting Members:

· Kathy Donellan, Assistant Library Director of Support Services, San Antonio Public Library

· Mark Jenkins, Facilities Manager, San Antonio Public Library

· Rose Navarro, Facilities Coordinator, San Antonio Public Library

· Mark Lawson, Assistant Operations Manager, Parks and Recreation Department

· Blanche Mendoza, Facilities Coordinator, World Heritage Office

· Tim Johnson, Branch Manager, San Antonio Public Library

## **ISSUE:**

For briefing purposes only

## **FISCAL IMPACT:**

For briefing purposes only

## **ALTERNATIVES:**

For briefing purposes only

## **RECOMMENDATION:**

For briefing purposes only