



City of San Antonio

Agenda Memorandum

File Number:
{{item.tracking_number}}

Agenda Item Number: 5

Agenda Date: March 18, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Convention and Sports Facilities

DEPARTMENT HEAD: Patricia Muzquiz Cantor

COUNCIL DISTRICTS IMPACTED: District 1

SUBJECT:

Pre-Solicitation High Profile Item for Business Center for Henry B. Gonzalez Convention Center

SUMMARY:

The City of San Antonio's Convention and Sports Facilities Department is soliciting proposals to provide a business center that provides a full range of exclusive and non-exclusive products and services to visitors. The services include packing and shipping services, document services, typing/word processing services, mailbox rental, computer services, passport and photo ID services, notary services, fax services, and a variety of office and mailing supplies, as well as sundries, to clients and visitors. Annual sales average \$150,000 with \$120,000 net sales to vendor and \$30,000 revenue to the City.

BACKGROUND INFORMATION:

Department: Convention & Sports Facilities

Solicitation Type: Request for Proposals

Contract Value: \$1.05 Million annual sales

Term of Contract: 5 years with 2, 1-year renewal options

Release Date: April 26, 2022

Closing Date: June 13, 2022

Proposed Council Date: September 2022

Evaluation Criteria:

- Experience, Background and Qualifications: 25 points
- Proposed Plan: 30 points
- Price: 20 points
- SBE Prime Contract Program: 5 points
- M/WBE Prime Contract Program: 5 points
- Local Preference Program: 10 points
- Veteran Owned Small Business Preference Program: 5 points

Voting Members:

- Patricia Muzquiz Cantor, Executive Director, Convention & Sports Facilities Department
- Steven DeFelice, Sales and Services Administrator, Convention & Sports Facilities Department
- Barry David, Event and Guest Services Manager, Convention & Sports Facilities Department
- Guillermo Castoreno, Print & Mail Operations Manager, Finance Department
- Michelle Moon, Senior Director of Destination Experience & Special Events, Visit San Antonio

ISSUE:

For briefing purposes only

FISCAL IMPACT:

For briefing purposes only

ALTERNATIVES:

For briefing purposes only

RECOMMENDATION:

For briefing purposes only