



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 9

Agenda Date: June 16, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

An Ordinance approving a contract with Pritchard Sports & Entertainment Group to provide and manage custodial and supplemental conversion/labor services for the Convention and Sports Facilities Department for an estimated annual cost of \$1,300,000.00 with a total contract value of \$6,500,000.00. Funding for this contract is available through the Convention and Sports Facilities Department Operating Budget

SUMMARY:

This ordinance authorizes acceptance of a contract with Pritchard Sports & Entertainment Group to provide and manage custodial and supplemental conversion/labor services for the Convention and Sports Facilities Department for an estimated annual cost of \$1,300,000.00 with a total contract value of \$6,500,000.00. Funding for this contract is available through the Convention and Sports Facilities Department Operating Budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Pritchard Sports & Entertainment Group to provide and manage custodial and supplemental conversion/labor services for the Convention and Sports Facilities Department for events held at the Convention

Center. The contractor will 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. Additionally, the contractor will 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 at the Convention Center.

A pre-solicitation briefing was presented to the Audit & Accountability Committee meeting on November 15, 2021.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for Annual Contract for Custodial and Supplemental Conversion/Labor Services at Convention Center on January 21, 2022, with a submission deadline of March 9, 2022. The RFCSP was advertised in the Hart Beat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System (SAEPS) and an email notification was released to a list of potential Respondents. Five proposal responses were received and deemed eligible for evaluation.

The evaluation committee consisted of representatives from the City Manager's Office, Convention and Sports Facilities Department, and Encore. The Finance Department, Purchasing Division, facilitated the procurement by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, service quality, previous performance, proposed plan and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation of each proposal response was based on a total of 100 points; 25 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; 20 points allotted for respondent's price schedule; and 20 preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program.

The evaluation committee met and conducted interviews with the five Respondents on April 22, 2022 and finalized the evaluation of the responsive proposals received. At the evaluation meeting, individual scores were submitted, and aggregate scores presented. After finalization of scoring by the evaluation committee, the pricing scores and the SBEDA scores were revealed. Pritchard Sports & Entertainment Group, the highest ranking firm, was recommended for award by the evaluation committee.

The initial term of the agreement shall be upon City Council award through May 31, 2025. Two additional one-year renewals, at the City's option, shall also be authorized by this ordinance. Total estimated annual amount is \$1,300,000.00 with a total contract value of \$6,500,000.00; funds are not encumbered by this ordinance.

A post-solicitation briefing was presented to the Audit and Accountability Committee on June 3, 2022. The Audit and Accountability Committee recommended moving forward this item to City Council A Session.

ISSUE:

This contract will provide Custodial and Supplemental Conversion/Labor Services for the Convention and Sports Facilities Department at the Convention Center. The custodial services consist of daily, pre-event, event, post-event, and special project cleaning of the entire interior of the facility and some exterior spaces. Services include, but not limited to, 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, scaffolding, cleaning associated with setups, and for special projects that may include low-rise seating units.

The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract (SBEDA) Program with ten (10) SBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as SBE located within the San Antonio Metropolitan Statistical Area and ten (10) M/WBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as M/WBE located within the San Antonio Metropolitan Statistical Area. However, Pritchard Sports & Entertainment Group was not eligible to receive any preference points. Pritchard Sports & Entertainment Group has committed to satisfying the 15% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal and the 3% African American Business Enterprise (AABE) subcontracting goal.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the Convention Center would be required to process individual procurements to provide custodial and supplemental conversion/labor services as needed thus affecting the cleanliness and appearance of the facilities and preparation of events. The department does not have the staff to perform these services in-house. Processing individual procurements will affect the cost of services due to non-contract pricing.

FISCAL IMPACT:

This ordinance approves a contract with Pritchard Sports & Entertainment Group to provide and manage custodial and supplemental conversion/labor services for the Convention and Sports Facilities Department for an estimated annual cost of \$1,300,000.00 with a total contract value of \$6,500,000.00. Funding for this contract is available through the Convention and Sports Facilities Department Operating Budget. Funds are not encumbered by this ordinance. Purchases made by the Department are as needed and funding for subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of an ordinance for acceptance of a contract with Pritchard Sports & Entertainment Group to provide and manager custodial and supplemental conversion/labor services for the Convention and Sports Facilities Department at the Convention Center for a total estimated annual amount of \$1,300,000.00 with a total contract value of \$6,500,000.00.

This contract was procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.