



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 5

Agenda Date: August 4, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Floor Care Maintenance Service for BESD

SUMMARY:

This ordinance authorizes a contract with Gomez Floor Covering, Inc. to provide floor care maintenance services at multiple locations throughout the City for an estimated annual cost of \$80,000.00 for a total contract estimated amount of \$400,000.00, initial term to begin September 1, 2022, through August 31, 2025, with two additional one-year renewals. Funding for this contract in the amount of \$80,000.00 is available from the FY 2022 Facility Fund Budget. Funding for future years is contingent upon City Council approval of annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Gomez Floor Covering, Inc. to provide floor care maintenance services on ceramic and Vinyl Commercial Tile (VCT) floors at multiple locations throughout the City for the Building & Equipment Services Department (BESD). The services are expected to be provided at Fire Stations, Police Substations and other City facilities.

The Building & Equipment Services Department, through the Finance Department, Purchasing Division, solicited a Request for Competitive Sealed Proposal (RFCSP) 22-040, RFX 6100015182, Annual Contract for Floor Care Maintenance Service for BESD. The RFCSP was released on March 16, 2022, with responses due on April 22, 2022. One proposal was received and deemed eligible for evaluation.

The evaluation committee met on May 13, 2022, to evaluate the one responsive proposal received. The evaluation committee consisted of representatives from the Building and Equipment Services Department and the Fire Department. The proposal was evaluated based on the firm's experience, background, qualifications, proposed plan, and price schedule. Additional categories of consideration included references and financial qualifications. The Finance Department, Purchasing Division, assisted by ensuring compliance with City procurement policies and procedures. The evaluation committee reviewed the response and recommended Gomez Floor Covering, Inc. for award based on consensus review.

This contract will begin on September 1, 2022 through August 31, 2025. Two (2) additional one-year renewals at the City's option will also be authorized by this ordinance.

ISSUE:

The Building and Equipment Services Department is seeking City Council approval for this contract in order to provide maintenance on ceramic and VCT floor tiles at various locations throughout the City. The floor care maintenance consists of a high-performance floor coating and finishes rather than the traditional acrylic wax. The high-performance floor coatings are expected to help decrease the floor cleaning and maintenance frequency for the facilities. The Contractor will furnish all labor, supervision, transportation, delivery, tools, equipment, supplies and certified technicians necessary to maintain, remove or replace floor coatings. The services are expected to be provided at Fire Stations, Police Substations, and other City facilities on as needed basis.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Gomez Floor Covering, Inc. is a small, minority, women-owned firm that will be self-performing the 20% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business 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 department would be required to process individual procurements for flooring maintenance on an as-needed basis which may result in higher prices and delays in providing timely services thus potentially creating a safety hazard for the building occupants.

FISCAL IMPACT:

This ordinance authorizes a contract with Gomez Floor Covering, Inc. to provide floor care maintenance services at multiple locations throughout the City for an estimated annual cost of \$80,000.00 for a total contract estimated amount of \$400,000.00, initial term to begin September 1, 2022, through August 31, 2025, with two additional one-year renewals. Funding for this contract in the amount of \$80,000.00 is available from the FY 2022 Facility Fund Budget. Funding for future years is contingent upon City Council approval of annual budget.

RECOMMENDATION:

Staff recommends approval of this contract with Gomez Floor Covering, Inc. to provide floor care maintenance services at multiple locations throughout the City for a total estimated annual cost of \$80,000.00 for a total contract estimated amount of \$400,000.00 over the contract term.

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