



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** 6

**Agenda Date:** August 26, 2022

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

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**DEPARTMENT:** Library

**DEPARTMENT HEAD:** Ramiro Salazar

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Approval to proceed with scheduling one contract for City Council consideration to provide the San Antonio Public Library with an Annual Contract for Landscaping Services in the estimated total value of \$1,700,000.00 for an initial 3-year term with 2, 1-year options to renew. [David W. McCary, Assistant City Manager; Ramiro S. Salazar, Director, San Antonio Public Library]

**SUMMARY:**

Post-solicitation briefing on Annual Contract for Landscaping Services for SAPL

**BACKGROUND INFORMATION:**

The San Antonio Public Library (SAPL) Department solicited proposals from qualified vendors to perform landscaping, mowing and irrigation inspection, maintenance and repair services at 27 SAPL locations (including Marquee Plaza at the Mission Library). There are nine non-irrigation sites and 18 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, water chlorination, raking, removal of leaves, fallen branches and general landscape and irrigation maintenance and repair services at the designated locations.

## **ISSUE:**

Solicitation Type: Request for Competitive Sealed Proposals

Contract Value: \$1.7 Million

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

Number of Respondents: 5 (3 respondents are deemed non-responsive for failure to meet Subcontracting program requirement)

Contract to be Awarded: 1

Council Consideration: September 15, 2022

Evaluation Criteria:

- Experience, Background and 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
- Timothy Johnson, Branch Manager, San Antonio Public Library

## **FISCAL IMPACT:**

**For briefing purposes only**

## **ALTERNATIVES:**

For briefing purposes only

## **RECOMMENDATION:**

Final score matrix for this solicitation is attached. Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No material findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.