



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 11

Agenda Date: September 29, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Landscaping Services for the San Antonio Public Library

SUMMARY:

This ordinance authorizes a contract with Goodwill Industries of San Antonio to provide an Annual Contract for Landscaping Services for the San Antonio Public Library for an estimated cost of \$342,952.00 annually; \$1,714,760.00 over a 5-year contract term. Funding is available from the San Antonio Public Library FY 2023 Adopted General Fund Budget. Funding for subsequent years is contingent upon City Council approval of the department's annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal from Goodwill Industries of San Antonio to provide an Annual Contract for Landscaping Services for the San Antonio Public Library (SAPL). The contractor will perform landscaping, mowing, irrigation inspection, maintenance, and repair services at 27 SAPL locations, including Marquee Plaza at the Mission Library. There are 18 locations that require irrigation maintenance and 9 non-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.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for an “Annual Contract for Landscaping Services” (RFCSP 22-025, 6100014960) on March 4, 2022, with a submission deadline of May 6, 2022. The requirements in the RFCSP were developed and reviewed with the assistance of the San Antonio Public Library Department. Five proposals were received, three proposals were deemed non-responsive by the Small Business office (SBO) and two proposals were deemed eligible for evaluation. Goodwill Industries of San Antonio is recommended for contract award based on the City’s standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the San Antonio Public Library, Parks and Recreation Department and World Heritage Office. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. 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; 10 points allotted for the Small Business Economic Development Advocacy Program, Small Business Enterprise Prime Contract Program; and 10 points for the Minority/Women-Owned Business Enterprise Prime Contract Program. Additional categories of consideration included references and financial qualifications.

A post-solicitation briefing was presented to the Audit and Accountability Committee on Friday, August 26, 2022

The initial term of the contract shall begin on October 1, 2022 and continue through September 30, 2025. Two additional one-year renewals at the City’s option shall also be authorized by this ordinance.

ISSUE:

This contract will provide landscaping, mowing, irrigation inspection, maintenance, and repair services at 27 SAPL locations, including Marquee Plaza at the Mission Library. There are nine non-irrigation locations 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.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Goodwill Industries of San Antonio 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. The Goal Setting Committee applied the Small Business Economic Development Advocacy (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,

Goodwill Industries of San Antonio was not eligible to receive any preference points.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business 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 San Antonio Public Library would be required to process individual procurements to have the landscaping and irrigation system serviced at 27 library locations in addition to the Mission Marquee area currently managed by World Heritage Office which would result in higher costs and untimely upkeep. The Department does not have the staff to perform the services in-house.

FISCAL IMPACT:

This Ordinance will approve a contract with Goodwill Industries of San Antonio to provide an Annual Contract for Landscaping Services for the San Antonio Public Library for an estimated cost of \$342,952.00 annually; \$1,714,760.00 over a 5-year contract term. Funding is available from the San Antonio Public Library FY 2023 Adopted General Fund Budget. Funding for subsequent years is contingent upon City Council approval of the department's annual budget.

RECOMMENDATION:

Staff recommends approval of an ordinance for acceptance of a contract with Goodwill Industries of San Antonio to provide an Annual Contract for Landscaping Services for the San Antonio Public Library for an estimated cost of \$342,952.00 annually.

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