

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

**Formal Invitation for Bids for Annual Contract for Portable Toilets and Handwashing Stations for the Department of Human Services**

Solicitation Number: RFX 6100018372

Description: The City of San Antonio (City or COSA) seek proposals from contractors interested in providing the rental and servicing of standard and Americans with Disabilities Act (“ADA”) compliant portable chemical toilets, and handwashing stations at a monthly rate in accordance with the specifications listed herein. The portable toilets and handwashing stations will be utilized by the City’s Department of Human Services (DHS) at the Centro de Bienvenida/Migrant Resource Center (CDB/MRC).

Applicable Product Categories: 97182 Toilet & Portable Rental/Lease

**Date Issued: August 30, 2024**

**Due Date & Time: September 13, 2024, 2:00 p.m. Central Time**

**Pre-Bid Conference:** Pre-Bid Conference will be held at 2:00 p.m., Central Time, on September 5, 2024, via WebEx. Attendance at the Pre-Bid Conference is optional but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2632 399 3267 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m7f201ad1db8649d5a8e6bcf38028ffde>

Staff Contact Person: Jo Ann Figueiredo, Procurement Specialist II,  
[joann.figueiredo@sanantonio.gov](mailto:joann.figueiredo@sanantonio.gov)

**To view this solicitation,** go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

