

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Formal Invitation for Bids for Annual Contract for Janitorial Supplies - Citywide

Solicitation Number: RFX 6100019245

Description: The City of San Antonio is soliciting bids for a qualified vendor to provide and deliver Janitorial Supplies. These products will be ordered on an as needed basis for use by the different departments within the City of San Antonio.

Applicable Product Categories: 48508 Bottles, Plastic (FO), Category 1: Cleaning Compounds & Chemicals – General Line (NIGP Class 075, 201, 345, 365, 485, 505); Category 2: Cleaning Equipment & Supplies (NIGP Class 175, 201, 485, 486, 557, 559); Category 3: Hand And Soap, Hand Sanitizer And Personal Hygiene Products (NIGP 180, 190, 435, 485, 475); Category 4 Janitorial Supplies – Paper Products (NIGP 485, 486, 640, 641); Category 5: Janitorial Supplies – Trash Liners (NIGP 510, 640, 641, 665).

Date Issued: 8/13/2025.

Due Date & Time: 9/19/2025, 2:00 p.m. Central Time

Pre-Bid Conference: Pre-Bid Conference will be held at 11:00 a.m., Central Time, on August 18, 2025, 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:** 2335 885 6545 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mb1b75d342a5b929b74a0d23d71db90a6>

Staff Contact Person: Ezechukwu Anyanwu, Procurement Specialist II,
ezechukwu.anyanwu@sanantonio.gov Phone: 210-207-6573

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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 with “SAePS Portal” on the subject line so this can be expedited.