

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

**Formal Invitation for Bids for Annual Contract for Vehicle Cleaning and Detailing Services**

Solicitation Number: RFX 6100019365

**Description:** The City of San Antonio is soliciting bids for vehicle cleaning and detailing services to establish an annual contract that will ensure the appearance of the Department of Human Services (DHS) fleet, consisting of 40 vans and buses. The selected vendor shall provide all labor, equipment, cleaning supplies, short-term storage, and facilities necessary to perform full-service exterior and interior vehicle washing and detailing for DHS vehicles.

**Applicable Product Categories:** 928-93 Vehicle Washing, Waxing, Polishing, Steam Cleaning, Disinfecting, Decal Removal, etc.

**Date Issued:** October 27, 2025

**Due Date & Time:** December 12, 2025, 2:00 p.m. Central Time

**Pre-Submittal Conference:** None scheduled.

**Staff Contact Person:** Jo Ann Figueiredo, Procurement Specialist II,  
[joann.figueiredo@sanantonio.gov](mailto:joann.figueiredo@sanantonio.gov), Phone: 210-206-2745

**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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

