

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Informal Invitation for Bids for Annual Contract for Carpet and Upholstery Cleaning at the International Center

Solicitation Number: RFx 6100019616

Description: The City of San Antonio is soliciting bids for a contractor to provide carpet and upholstery cleaning at the International Center at 203 S. St. Mary's Street. The Scope includes carpet cleaning on the 1st & 3rd floor and upholstery cleaning of chairs, couches/loveseats, and security desk.

Applicable Product Categories: 91009 Carpet Cleaning

Date Issued: May 22, 2026

Due Date & Time: June 17, 2026; 10:00 a.m. Central Time;

Pre-Bid Conference: Pre-Bid Conference will be held at 9:00 a.m., Central Time, on May 28, 2026, via WebEx **OR** In-Person at Meeting Location. 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:** 2349 554 9647 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m9c82ac211ebb156aefe001a752aded14>

OR

In-Person Pre-Bid Conference will be held at:

City Tower, 18th Floor Medium Conference Room
100 W. Houston St.
San Antonio, TX 78205

Parking is available at the City Tower Parking Garage located at 60 N. Flores St, San Antonio, TX 78205.

To gain access to the City Tower facility: All guests to the City Tower will need to enter at the Concourse Level to be properly security screened and logged into the facility as a guest. The Concourse Level can be accessed via the City Tower Parking Garage elevators or from the Houston Street Visitor entrance escalators. The Concourse level is labeled as "C" on the elevator buttons.

From City Tower Parking Garage: Upon exit of the elevators, guests will need to proceed through the security screening.



From Public Parking not in City Tower Parking Garage: Enter through Houston Street entrance and proceed through the security screening. Take the escalators down to the Concourse level after proceeding through security screening.

Guests will need to bring a form of photo identification and will be issued temporary identification to wear while in City Tower. Once all guests have cleared the screening area, the Security Officer detail will direct visitors to the designated public waiting area located on the Concourse Level where City staff will then take guests to the meeting room.

Additionally, a site visit will be held at **10:00 a.m. Central Time, on May 28, 2026:**

International Center
Address: 203 S St. Mary's Street
San Antonio, TX 78205

Below are the measures that shall be followed by all Respondents:

Respondents interested in attending the Pre-Bid Conference in-person and/or the site visit must RSVP by May 27, 2026, at 4:00 PM CT via email to Jordan Mergele, Procurement Specialist II, at jordan.mergele@sanantonio.gov.

- a. All attendees must check-in with City's procurement staff member present to sign-in.

Staff Contact Person: Jordan Mergele, Procurement Specialist II, jordan.mergele@sanantonio.gov

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.

