



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposal for Annual Contract - Custodial Services for CCDO & Park Locations**

Solicitation Number: RFX 6100016270; RFCSP 23-015

Description: The City of San Antonio is soliciting bids for contractor(s) to perform custodial services at La Villita, Market Square, Centro de Artes Building, Centro Information Center, Downtown Lavatory, City Marina, and San Antonio Garden Center. These services are required by the City of San Antonio to establish a custodial maintenance program that will ensure the facilities are uniformly clean, hygienic, orderly and attractive. Contractor shall furnish all cleaning and custodial maintenance supplies and commercial equipment necessary to perform the services specified under this contract.

Applicable Product Categories: 91039 Janitorial/Custodial Services  
48565 Janitorial Equipment and Supplies (Not Otherwise Classified)

Date Issued: **April 10, 2023**

Due Date & Time: **May 26, 2023, 2:00 p.m. Central Time**

**Pre-Submittal Conference:** The conference will be held via a WebEx meeting at **8:00 a.m. Central Time on April 19, 2023**. The Agenda is available through the SAePS Portal Attendance is optional, but highly encouraged Prospective Respondents may join the WebEx using the following instructions:

WebEx Call-in: 1-415-655-0001 US TOLL  
Meeting number (access code): (2451 584 3288)  
Meeting password: (sZZMjMP7a43)

**Site Visit:** A site visit will be held at six (6) city locations beginning at Market Square at **10:00 a.m. Central Time on April 19, 2023**. Five (5) other locations will be visited, but access is only available by attending the initial Market Square site visit. Attendees will be responsible for providing their own transportation to each of the sites.

Site Visit schedule is as follows:

Market Square: 612 W. Commerce, San Antonio, TX 78204

La Villita: 418 Villita St. #9, San Antonio, TX 78205

Centro Information Center, 422 E. Commerce, San Antonio, TX 78205

Downtown Lavatory, Losoya @ W. Commerce, San Antonio, TX 78205

City Marina, 202 E. Nueva Ste 100, San Antonio, TX 78205

\*San Antonio Garden Center, 3310 N. New Braunfels Ave, San Antonio, TX 78209

\***Update:** The site visit for the San Antonio Garden Center located at 3310 N. New Braunfels Ave, San Antonio, TX 78209 will be held on **April 26, 2023 at 2:30pm CST**.

Staff Contact Person: Madison McDonald, Procurement Specialist II, Madison.McDonald@sanantonio.gov

**Evaluation Committee Voting Members:**

**David McCary, Assistant City Manager, City Manager's Office**

John Stevens, Assistant Director, Center City Development Office

Amanda Reyna, Facilities Administrator, Center City Development Office

Herb Sarabia, Assistant Manager, Parks & Recreation Department

**Vanessa Martinez, General Manager La Villita, Center City Development Office**

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 2:00 PM, Central Time, on April 24, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Madison McDonald, Procurement Specialist II  
City of San Antonio, Finance Department – Purchasing Division  
[Madison.McDonald@sanantonio.gov](mailto:Madison.McDonald@sanantonio.gov)

Questions submitted and the City’s responses will be posted with this solicitation.

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).

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline 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.