



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal – Annual Contract for Custodial Services - SAPL

Solicitation Number: 6100016583, RFCSP 23-059

Description: The San Antonio Public Library (SAPL) is soliciting proposals from qualified vendors interested in providing custodial services. The services include routine cleaning, non-routine cleaning, day porter, augmentation, and event and meeting room setup. The services must be provided in a way that promotes the goals of maintaining library facilities in a positive light for our patrons.

Applicable Product Categories: 91039 – Janitorial and Custodial Services
48665 – Janitorial Equipment and Supplies (Not Otherwise Classified),
Environmentally Certified Products

Evaluation Committee

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

Kathy Donellan, Assistant Director – Support Services, San Antonio Public Library

Rose Navarro, Facilities Manager, San Antonio Public Library

Albert Hernandez, Facilities Coordinator, San Antonio Public Library

Elma Nieto- Rodriguez, Public Service Administrator, San Antonio Public Library

Date Issued: July 7, 2023

Due Date & Time: Friday, September 15, 2023, 2:00 p.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at 10:00 a.m. Central Time, on July 17, 2023. The Pre-Submittal Conference for this solicitation will be held via WebEx only. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Pre-Submittal Conference Dial-In Information:

Conference Bridge: Toll Free Dial-In Number: 1-415-655-0001

Meeting number: 2630 594 1507

Meeting password: COSA

SITE VISIT – Revised Site visit scheduled for Friday, July 28, 2023.

Pursuant to Section 003 Instructions for Respondents – Restriction on Communications, Respondents are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposals, from the time the RFCSP has been released until the contract is posted for consideration as a Commission agenda item; and

2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 2:00 p.m., Local Time, on September 1, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Stephen Muñiz, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
stephen.muniz@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 with "SAePS Portal" on the subject line so this can be expedited.