



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal –Annual Contract for Custodial Services – Various City Facilities

Solicitation Number: RFCSP 23-130; RFx 6100017303

Description: The City of San Antonio is soliciting proposals for respondents(s) to perform custodial services at various City facilities including Department of Human Services, Police Department, Fire Department, Solid Waste Management Department, Public Works, Information Technology Services, World Heritage Office and other departments at City's discretion. 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. Any tasks that are part of ordinary custodial services are included in this contract. Respondent 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 and Custodial Services

Date Issued: August 18, 2023

Due Date & Time: September 27, 2023, 2:00 p.m. Central Time

Site Visit: Site visit will be held on August 24 ~ 29, 2023. Contact Jinwan Kim, Procurement Specialist III, by email at jinwan.kim@sanantonio.gov for scheduling prior to the scheduled inspection date(s). See solicitation 4.20 SITE INSPECTION for more information.

Pre-Submittal Conference: The conference will be held via WebEx call at 2:00 p.m., Central Time, on September 1, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2631 234 4733

Meeting password: COSA

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m44afa0f73fc2dbaa4eda137c516ec216>

Staff Contact Person: Jinwan Kim, Procurement Specialist III, jinwan.kim@sanantonio.gov

Evaluation Committee Voting Members:

Melody Woosley, Director, Department of Human Services

Jessica Dovalina, Assistant Director, Department of Human Services

Robert Lassere, Department Facilities Coordinator, Department of Human Services

Maria Rivera, Social Services Manager, Department of Human Services

Sabrina Galindo, Captain, Detention Center

Joey Blackman, Facilities Manager, SAPD

Mark Rodrigues, Management Analyst, SAFD

Pursuant to Section 003 – 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 4:00 p.m., Central Time, on Wednesday, September 6, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Jinwan Kim, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
jinwan.kim@sanantonio.gov

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

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

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.