

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Custodial Services for MRC and ATC**

Solicitation Number: RFP 24-005; RFx 6100017434

Description: The City of San Antonio is soliciting proposals for respondent(s) to perform custodial services at the Migrant Resource Center and Airport Transfer Center. Both locations are a 24-hour operation, seven (7) days a week, to include holidays and weekends. It is necessary to keep both locations clean and sanitized at all times with an appearance that is presentable and free of trash, to include outside portable shower trailers, portable toilets, respite areas and the entire exterior of the buildings including the parking lot and surrounding area.

Applicable Product Categories: 91039 – Janitorial and Custodial Services

Date Issued: November 8, 2023

Due Date & Time: January 12, 2024, 2:00 p.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on November 17, 2023, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2632 801 1393 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m827ad0d35ba986f1a2a90b6ae937b4bd>

Site Visit: Site visit will be held at 9:00 a.m. and 10:30 a.m. Central Time, on November 29, 2023. Contact Jinwan Kim, Procurement Specialist III, by email at jinwan.kim@sanantonio.gov for scheduled inspection date(s). Respondents interested in attending the site visit must RSVP by November 27, 2023, at 3:00 PM CT via email to JINWAN KIM, Procurement Specialist III, at JINWAN.KIM@sanantonio.gov.

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

Evaluation Committee Voting Members:

Marc Wonder, Special Projects Manager, Department of Human Services

Jessica Dovalina, Assistant Director, Department of Human Services

Melody Woosley, Director, Department of Human Services

Victoria Echeverri, Senior Management Coordinator, Fire Department

Michelle Cammack, Chief Administrative Officer, Catholic Charities, Archdiocese of San Antonio, Inc.

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 RFP 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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on December 8, 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). 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.

