

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Annual Contract for Portable Chemical Toilets and Handwashing Stations

Solicitation Number: 24-038; RFx 6100017607

Description:

The City of San Antonio seeks proposals from contractors to provide the rental and servicing of Standard and Americans with Disabilities Act (“ADA”) compliant portable chemical toilets, and handwashing stations for multiple City locations. These items are utilized by City departments (Parks and Recreation, Department of Human Services (DHS), Center City Development and Operations (CCDO), Aviation, and Solid Waste Management) to provide the public access to portable restrooms in parks, DHS operation locations, special outdoor events, and/or when facilities are undergoing repairs.

Applicable Product Categories: 97182 – Toilet and Portable Rental/Lease

Date Issued: April 5, 2024

Due Date & Time: May 22, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:30 a.m., Central Time, on April 16, 2024, via WebEx. Attendance at the Pre-Submittal 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: 2631 423 5703 | Meeting Password: COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mb5b1cfff090608b0286061368ef83f52>

Evaluation Committee Voting Members:

Melinda Cerda - Assistant Director, Parks & Recreation Department

David McCary - Assistant City Manager, City Manager’s Office

Michael Baldwin - Clean & Green Manager, Parks & Recreation Department

Herb Sarabia - Clean & Green Assistant Manager, Parks & Recreation Department

Zachary Menshew - Sr. Management Analyst, Center City Development Office

Salvador Ytuarte - Environmental Manager, Solid Waste Department

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 April 19, 2024**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

Angela Alonso-Smith , Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Angela.alonso-smith@sanantonio.gov

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.

