

## ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: **RF CSP 24-065; RFx 6100017717**

Description: The City of San Antonio (City) is soliciting for proposals from qualified contractors to provide services for the Library Department that include custodial service for library facilities such as routine, non-routine and as requested special cleaning tasks. These services must be provided in a manner conducive to the goals of maintaining library facilities in a manner which reflects a positive image to our patrons.

Applicable Product Categories: **91039 – Janitorial and Custodial Services**  
**48565 – Janitorial Equipment and Supplies**

**Date Issued: June 17, 2024**

**Due Date & Time: August 5, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 9:30 a.m., Central Time, on June 26, 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:** 2633 408 3160 | **Meeting Password:** sbWpxVuZ354

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m6005b7c16f49b324fbf5b0bd56ded128>

**Staff Contact Person:** Debra Light, Procurement Specialist III, [debra.light@sanantonio.gov](mailto:debra.light@sanantonio.gov)

**Evaluation Committee Voting Members:**

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

Kathy Donellan, Assistant Director, Library Department

Haley Holmes, Public Services Administrator, Library Department

Rose Navarro, Facilities Manager, Building and Equipment Services Department

Eric Pena, Facilities Coordinator, Building and Equipment Services Department

Ron Griego, Facilities Administrator, Building and Equipment Services Department

**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 p.m., Central Time, on July 10, 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.

**Debra Light, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
**[Debra.light@sanantonio.gov](mailto:Debra.light@sanantonio.gov)**

**To view this solicitation**, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

