

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: **RFCSPP 24-065; RFX 6100018286**

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 Re-Issued: July 3, 2024 (previously published June 17, 2024)

Due Date & Time: August 19, 2024, 11:00 a.m. Central Time

Staff Contact Person: Debra Light, Procurement Specialist III, debra.light@sanantonio.gov

Evaluation Committee Voting Members:

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

Kathy Donellan, Interim Library Director, Library Department

Jessica Zurita, Interim Assistant Director, Library Department

Jake Odland, Public Services Administrator, Library Department

Eric Pena, Facilities Coordinator, Library Department

Ruben Flores, Assistant Director, 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.

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.

