

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Custodial Services for Parks & Recreation Facilities**

Solicitation Number: RFCSP 24-146; RFx 6100018321

Description: The City of San Antonio (City) seeks proposals for a contractor(s) to perform custodial services at forty-two (42) various City facilities for the Parks & Recreation Department. 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.

Applicable Product Categories:

91039 - Janitorial and Custodial Services

66524 - Bags and Liners, Plastic: Garbage Can Liners, Janitor Cart Liners, Linen Hamper Liners, Litter Bags, Polyethylene Bags, etc., Including Biodegradable

64075 - Toilet Tissues, Paper Towels, and Toilet Seat Covers

48586 - Soap, Hand Bar, Liquid, and Powdered

48565 - Janitorial Equipment and Supplies (Not Otherwise Classified)

**Date Issued: November 20, 2024**

**Due Date & Time: January 15, 2025 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 8:00 a.m., Central Time, on December 4, 2024, via WebEx followed by site visits. 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:** 2863 954 0177 | **Meeting Password:** COSA24

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m9e4c2f0ee49fc6fb48516ef19e0143d3>

Additionally, site visits will be held starting at **9:45 p.m. Central Time, on December 4, 2024:**

9:45 a.m. CT	Cuellar Community Center, 5626 San Fernando, San Antonio, TX 78237
10:30 a.m. CT	Berta Almaguer, 135 S. Josephine Tobin, San Antonio, TX 78201
11:15 a.m. CT	San Antonio Natatorium, 1430 W. Cesar E. Chavez Blvd. San Antonio, TX 78207
12:00 p.m. CT	Wheatley Heights Sports Complex, 200 Noblewood Dr., San Antonio, TX 78220

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the in-person site visit.

- a. Respondents interested in attending the in-person site visit must **RSVP by December 2, 2024, by 12:00 p.m, CT** via email to the Procurement Specialist III listed below.
- b. All attendees must check-in with City's procurement staff member present at the site visit prior to participating in the site visit.



Staff Contact Person: Angela Alonso-Smith, Procurement Specialist III, Angela.Alonso-Smith@sanantonio.gov

**Evaluation Committee Voting Members:**

David McCary, Assistant City Manager, City Manager Office  
Nikki Ramos, Assistant Director, Parks & Recreation Department  
Michael Baldwin, Parks & Recreation Manager, Parks & Recreation Department  
Sara Sharp, Recreation Manager, Parks & Recreation Department  
Eric Teague, Special Projects Manager, Human Services Department  
Shanea Allen, Recreation Manager, Parks & Recreation 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 **4:00 p.m., Central Time, on December 9, 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/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.

