

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Custodial Services for Head Start Facility**

Solicitation Number: RFCSP 25-094; RFx 6100019061

Description: The City of San Antonio is soliciting proposals for a contractor to perform Custodial Services at the City's Head Start Facility, for an estimated 30,000 square feet, located at 1227 Brady Blvd., San Antonio, TX 78207. The custodial services are required by the City of San Antonio to establish a custodial maintenance program that will ensure the facility is uniformly clean, hygienic, orderly and attractive. Any tasks that are part of ordinary custodial services are included in this contract. Respondent shall furnish all cleaning and custodial maintenance supplies and commercial equipment necessary to perform the services specified under this contract.

Applicable Product Categories: 91039 – Janitorial and Custodial Services

**Date Issued: April 24, 2025**

**Due Date & Time: May 28, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on May 1, 2025, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2335 526 1751 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m8ff13542bcb5b3efa5e6153a4ff04719>

**Site Visit:** A site visit will be held at 2:00 p.m., Central Time, on May 1, 2025. Contact Jinwan Kim, Procurement Specialist III, by email at [jinwan.kim@sanantonio.gov](mailto:jinwan.kim@sanantonio.gov) for scheduling prior to the scheduled inspection date(s).

Staff Contact Person: Jinwan Kim, Procurement Specialist III, [jinwan.kim@sanantonio.gov](mailto:jinwan.kim@sanantonio.gov)

### **Evaluation Committee Voting Members:**

Robert Lassere, Department Facilities Coordinator, Department of Human Services  
Rodolfo Rodriguez, Special Projects Manager, Department of Human Services  
Audrey Jackson, Head Start Administrator, Department of Human Services  
Darell Jones, Facilities Operations Coordinator, Department of Human Services  
Dawn Shonyo, Senior Business Analyst, San Antonio Metropolitan Health District

**Pursuant to Section 003 – Restrictions 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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on May 7, 2025.**

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](mailto: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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

