

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Window Cleaning Services Citywide**

Solicitation Number: RFCSP 25-091; RFx 6100019067

Description: The City of San Antonio is soliciting proposals from qualified and experienced contractors to provide comprehensive commercial window cleaning services. The scope of work includes both interior and exterior window cleaning requirements at multiple city facilities. All services must be performed in accordance with industry standards and the specifications and standards outlined in this Scope of Services. The City is committed to maintaining clean, safe, and professional environments across all of its properties and seeks a contractor(s) capable of delivering consistent, high-quality services.

Applicable Product Categories: 91081 – Window Washing Services

Date Issued: December 17, 2025

Due Date & Time: February 2, 2026 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 8:30 a.m., Central Time, on January 7, 2026, 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:** 2333 189 8880 | **Meeting Password:** COSA2026

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m4eb47ac28d8c125dbe448e985d54d043>

Additionally, a site visit will be held at **11:00 a.m. Central Time, on January 07, 2026**, at the respective locations and times shown below:

11:00 a.m.	City Tower – 100 W Houston St., San Antonio, Texas 78205
12:00 p.m.	Public Safety Headquarters (PSHQ) – 315 S Santa Rosa Ave., San Antonio, Texas 78207
1:00 p.m.	Central Library – 600 Solidad St. San Antonio, Texas 78205
2:00 p.m.	World Heritage Center – 3106 Roosevelt, San Antonio, Texas 78214
3:00 p.m.	San Antonio International Airport – 9800 Airport Blvd., San Antonio, Texas 78216

REQUIREMENT: For the San Antonio International Airport site visit, vendor **MUST** bring yellow safety vest to participate.

For safety purposes, below are the instructions that shall be followed by all attendees during the site visit.



- a. Vendors interested in attending the site visits must RSVP by JANUARY 06, 2026, at 4:00 PM CT via email to Jose Narvaez, Procurement Specialist III, at jose.narvaez2@sanantonio.gov
- b. All attendees must check-in with City's procurement staff member present to sign-in.
- c. If issues arise on day of Site Visit, please call 210-207-8631

Staff Contact Person: Jose Narvaez, Procurement Specialist III, Jose.Narvaez2@sanantonio.gov, 210-207-8631

Evaluation Committee Voting Members:

Ron Griego, Facilities Administrator, Building Equipment Services Department (BESD)
Grace Diaz-Adams, Compliance Manager, Building Equipment Services Department (BESD)
Rose Navarro, Facilities Manager, Center City Development Operation (CCDO)
Sylvia Reyes, Custodial & Terminal Services Manager, Aviation
Darrell Glasscock, Facilities Manager, San Antonio Public Library

The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.

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 January 09, 2026**. 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.

Jose Narvaez, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Jose.Narvaez2@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.

