



ADDENDUM I

SUBJECT: Annual Contract for Window Cleaning Services Citywide, (RFCSP 25-091, 6100019067), Scheduled to Close: February 2, 2026; Date of Issue: December 17, 2025

FROM: Tiawana Lawrence
Procurement Manager

DATE: January 30, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS

THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

- 1. REVISED:** The RFCSP submission deadline hereby is extended to **FEBRUARY 13, 2026, at 11:00 PM CT.**
- 2. REVISED:** The RFCSP submission deadline for questions after the site visit has been extended to **FEBRUARY 6, 2026, at 4:00 PM CT.**
- 3. ADD:** A second site visit is hereby added to the solicitation.

The following site visit will be held on **February 4, 2026**, at the respective time shown below:

Feb 4, 2026 2:00 p.m.	City Tower – 100 W Houston St., San Antonio, Texas 78205 (Meet at the Concourse Level at the Security Desk)
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Below are the details that shall be followed by all interested vendors to ensure the safety of all attendees during the site visit.

- Interested vendors attending the site visit **must RSVP** by **February 3, 2026, at 3:00 PM CT** via email to Jose Narvaez, Procurement Specialist III, at Jose.Narvaez2@sanantonio.gov.
 - All attendees must check-in with City's procurement staff member present to sign-in.
- 4. UPDATE:** Attachment B - Price Schedule – Group C has been updated to add new locations. The Price Schedule is hereby updated and referenced as **Attachment B - Price Schedule – UPDATED 1/30/2026.**
 - 5. UPDATE:** Exhibit 1 is hereby updated and referenced as **EXHIBIT 1 – UPDATED 1/30/2026** to include the new locations and addresses in addition to special instructions.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL
CONFERENCE, RESTRICTIONS OF COMMUNICATION:**

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On January 7, 2026, the City of San Antonio hosted a Pre-Submittal Conference and Site Visit for all participating vendors. Below is a list of questions that interested vendors submitted. The City's official responses to vendor questions is as follows:

Question 1: How many total windows have specialty coatings on them that requires special (beyond standard) cleaning products? What type of specialty coatings?

Response: Only the Public Safety Headquarters (PSHQ) building has windows with impact-resistant protective film that may require manufacturer approved cleaning products/methods. All other Building Equipment Services Department (BESD) facilities do not require specialty cleaning products. For all San Antonio Public Library's (SAPL) there are no specialty coatings, only standard tint.

Question 2: At City Tower floors 2-19 exterior, are the eye hook anchors on each floor an approved tie off method to wash the exterior windows. If not, what method will the City approve to safely perform the exterior window cleaning?

Response: Eye hook anchors are not approved as tie-off methods for exterior window washing at City Tower. A swing-stage apparatus with secure, counterweighted rigging, along with comprehensive fall protection in accordance with OSHA safety standards, must be utilized for access all above-ground exterior windows at City Tower.

Question 3: Will the City allow the boatswain chair method?

Response: The boatswain's chair method cannot be used at City Tower. However, a rope-suspension system may be used at other multi-story buildings provided that a block and tackle system with secondary safety lines to prevent falls is utilized. Vendor must also follow OSHA standards for fall protection safety requirements. At the San Antonio Public Library (SAPL) locations, the boatswain chair method may be used, provided all safety protocols and OSHA regulations are strictly followed.

Question 4: At Public Safety Headquarters (PSHQ), is interior window washing included on all six levels.

Response: Yes, the interior window cleaning is included on all six levels at PSHQ.

Question 5: At the One Stop Building, is the interior window cleaning included throughout the entire building?

Response: Yes, the interior window cleaning is included throughout the entire building.

Question 6: Are the employees currently working on this contract members of a union? If so, what union?

Response: The City is not under contract for these services.

Question 7: Are there anchor systems on the roofs/davit arms or are there permanent window cleaning units on those high-rise buildings? Or do we need to provide our own rigs and access?

Response: The awarded company will need to provide proper apparatus and safety fall protection to access windows in accordance with OSHA standards. There are anchor points on the Central Library's roof and atrium.

Question 8: Do we have access to the water on the roofs/sub roofs?

Response: Water access is not available on roofs or sub-roofs for the Building Equipment Services Department (BESD), and Department of Human Service (DHS) locations. Water is available at the following department locations: Center City Development & Operations (CCDO), San Antonio Metro Health Department (SAMHD) and San Antonio Public Library (SAPL).

Question 9: Will the City provide boom lifts/scissor lifts, or do we need to rent them?

Response: City will not provide any lifting devices or other apparatus to access the windows at any facility. Any necessary equipment will need to be provided by the vendor and considered into the pricing.

Question 10: What is the process for accessing the building? (Badging, escorting.)?

Response: For the BESD locations, staff will either be escorted by a City staff member or provided with a COSA ID provided that a CJIS background check is conducted, Contractor staff pass the background check, and they complete a CJIS Level 1 on-line training certification. For all Airport locations contractors will be escorted. CCDO will provide the awarded contractor the point of contact for each division, and we will provide access. DHS will only require the contractor to check in when arriving and check out when done at the front offices. SAMHD will require badging, which may take a few days to process. No escorting will be required. All Library locations will have an escort for the contractor.

Question 11: What is the current contract value of these services?

Response: There is no current contract in place however, the prior contract value was \$600,000.

Question 12: Is the scope of work on this project the same as the current contract? If not, how is it different?

Response: The Scope of Work is the same as the previous contract. There are only a few departments that are adding new locations that were not proposed in the previous contract. Parks Department and CCDO added new locations which are highlighted in the revised Price Schedule for Group C. Aviation will be adding a new Terminal at a later date when completed.

Question 13: Who is the SBE subcontractor on the current contract?

Response: The SBE subcontractor on the prior contract is S J & J Solutions, LLC dba Affordable Window Washing.

Question 14: What is the anticipated award date for this project?

Response: Please refer to the Section 005 – Supplemental Terms and Conditions, Original Contract Terms.

Question 15: What is the contract start date for this project?

Response: Please refer to the response to Question 14.

Tiawana Lawrence

Tiawana Lawrence
Procurement Manager
Finance Department - Procurement Division

VENDOR SIGNATURE

Company Name

Signatory Name (Print First and Last Name)

Signature