

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFCSP 26-094; RFx 6100019739

Description: The City of San Antonio is soliciting for 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: June 10, 2026

Due Date & Time: July 13, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on June 18, 2026, via Microsoft Teams. 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: 1 312-667-7136 | **Meeting ID:** 251 307 589 799 415 | **Meeting Password:** cosa2026

Join from the meeting link:

<https://teams.microsoft.com/meet/251307589799415?p=q4gPzHsTWXvfD9McXd>

SITE VISIT: Additionally, a site visit will be held **on June 22, 2026**, at the respective locations and times shown below: We will meet at the entrance of each address.

9:00 a.m.	City Tower – 100 W Houston St., San Antonio, Texas 78205
10:00 a.m.	Public Safety Headquarters (PSHQ) – 315 S Santa Rosa Ave., San Antonio, Texas 78207
11:00 a.m.	Central Library – 600 Solidad St. San Antonio, Texas 78205
12:00 p.m.	San Antonio International Airport – 9800 Airport Blvd., San Antonio, Texas 78216 We will meet at the breezeway near the short term parking lot elevators (level 0).

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 June 19, 2026, at 12:00 PM CT via email to Adrianna Broniszewski, Procurement Specialist III, at Adrianna.Broniszewski@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 email Adrianna.Broniszewski@sanantonio.gov.

Staff Contact Person: Adrianna Broniszewski, PROCUREMENT SPECIALIST III, 210-207-0505, Adrianna.Broniszewski@sanantonio.gov.

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

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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on June 23, 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.

Adrianna Broniszewski, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Adrianna.Broniszewski@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.

