

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFCSP 26-110; RFx 6100019809

Description: The City of San Antonio's Information Technology Services Department (ITSD) is seeking a qualified contractor to provide comprehensive security officer services across 52 City buildings, facilities, grounds and rights-of-way, ensuring the safety of employees and visitors, to include emergency response, access control, technology station monitoring, and foot patrols.

Applicable Product Categories: 99046 Guard and Security Services

Date Issued: September 18, 2026

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

Pre-Submittal Conference: The Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on October 2, 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 the access code to participate on the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2349 410 6594 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m4f92fa71bcc5dfd1481d4a277bf183ea>

Evaluation Committee Voting Members:

Joe Frank Picazo, Assistant to the City Manager, City Manager's Office

Marshall Ramsey, Chief Information Officer, Information Technology Services Department

Shannon Lawson, Chief Information Security Officer, Information Technology Services Department

Kathy Donnellan, Assistant Director, San Antonio Public Library

Derek Rabey, Senior IT Manager, Information Technology Services Department

Louis Resendez, IT Manager, Information Technology Services Department

Ann J. Garcia, Project Manager, Development Services Department

Mark Jenkins, Facility Manager, Building & Equipment Services Department

Juan Mandujano, Police Officer, San Antonio Police 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 October 6, 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.

Karla Holten, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Karla.Holten@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 with "SAePS Portal" on the subject line so this can be expedited.

