



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals - Annual Contract for Custodial Services for La Villita, Market Square, Centro Information Center, Botanical Garden, and San Antonio Garden Center

Solicitation Number: RFCSP 13-073, 6100003169

Description: The City of San Antonio is soliciting bids for contractor(s) to perform custodial services at La Villita, Market Square, Centro Information Center, Botanical Garden, and San Antonio Garden Center. These services are required by the City of San Antonio to establish a custodial maintenance program that will ensure the facilities are uniformly clean, hygienic, orderly and attractive. The facilities serviced by Contractor include indoor areas and outdoor areas as noted.

Applicable Product Categories: 91039, 66524, 48564, 48676, 48665, 64075 and 48586

Date Issued: July 26, 2013

Due Date & Time: August 23, 2013 at 2:00 P.M., **REVISED DUE DATE: August 28, 2013 at 2:00 P.M.**

Pre-Submittal Conference: Monday, August 5, 2013 at 9:00 A.M. at San Antonio Botanical Garden, 555 Funston, San Antonio, TX 78209

Staff Contact Person: Christina Cardenas, Procurement Specialist III, christina.cardenas2@sanantonio.gov

Evaluation Committee Voting Members:

Felix Padron, Director, Department of Culture and Creative Development

Frank Villani, Administrator, Department of Culture and Creative Development

Blanche Mendoza, Facilities Operation Coordinator, Department of Culture and Creative Development

Laurel Jensen, Contract Manager, Parks and Recreation Department

Mark Jenkins, Management Analyst, Department of Culture and Creative Development

Antonio Rivera, Facilities Operation Coordinator, Department of Culture and Creative Development

Lincoln St. George, Manager, Downtown Operations Department

Pursuant to the Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **2:00 p.m.**, Local Time, on **August 9, 2013**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Christina Cardenas, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
christina.cardenas2@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to <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.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.