



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals for Annual Contract for Custodial Services – Parks and Recreation Facilities

Solicitation Number: 6100004780, RFCSP-014-061

Description: The City of San Antonio is soliciting bids for contractor(s) to perform custodial services at 44 various City facilities for the Parks and Recreation Department. 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.

Applicable Product Categories: 48565, 48586, 48665, 64075, 66524, 91039

Date Issued: July 18, 2014

Bid Due Date & Time: August 22, 2014 at 2:00pm Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will occur on July 24, 2014 at 9:00 AM, Ron Darner Parks and Recreation Operations Headquarters, 5800 Old Highway 90 West, San Antonio, Texas 78227. Site visits are scheduled for the following times and locations on July 24, 2014.

10:30 AM: Jack White (Park Police Sub-station); 3803 Old Seguin Road; San Antonio, TX 78234

11:15 AM: Jesse James Leija Gymnasium; 319 W. Travis; San Antonio, TX, 78205

12:45 PM: Commander's House Senior Center; 647 S. Main; San Antonio, TX 78204

1:30 PM: Roosevelt Club House; 331 Roosevelt Ave; San Antonio, TX 78210

Staff Contact Person: JENNIFER GATES, PROCUREMENT SPECIALIST II,
Email: JENNIFER.GATES@SANANTONIO.GOV

Evaluation Committee Voting Members:

Janet Martin, Assistant Director, Parks and Recreation Department

Jeff Caplan, Interim Manager, Clean & Green Division, Parks and Recreation Department

Lyn Kinton, Manager, Recreation Division, Parks and Recreation Department

Raymond Castro, Captain, San Antonio Park Police

Richard Denning, Facility Coordinator, Library Department

Pursuant to Section 003 – 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.**, Central Time, on **August 8, 2014**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Jennifer Gates, Procurement Specialist II

City of San Antonio, Finance Department, Purchasing Division

Jennifer.Gates@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/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.

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.