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: 6100004100, RFCSP-014-020

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: February 17, 2014
Bid Due Date & Time: March 28, 2014 at 2:00pm

Pre-Submittal Conference: 1:00 p.m, February 26, 2014 at Ron Darner Parks and Recreation Operations Headquarters, 5800 Old Highway 90 West, San Antonio, Texas 78227. A Site Visit will be conducted at the Cuellar Community Center located at 5626 San Fernando, San Antonio, Texas, immediately following the Pre-Submittal Conference.

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.**, Local Time, on **March 12, 2014.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Finance Department, Purchasing Division
PO Box 839966 ◆ San Antonio, TX 78283-3966 ◆ Tel: 210-207-7260

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/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.