City of San Antonio

REVISED
ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal for Annual Contract for Custodial Services – Various City Facilities

Solicitation Number: 6100004278, RFCSP-014-049

Description: The City of San Antonio is soliciting bids for contractor(s) to perform custodial services at various City facilities. 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: June 3, 2014
Bid Due Date & Time: July 7, 2014 at 2:00pm CT

Pre-Submittal Conference: June 10, 2014 at 9:00 AM CT at Head Start/Brady, 1227 Brady Blvd.; San Antonio, 78207. A Site Visit at the Head Start/Brady facility will immediately follow the Pre-Submittal Conference. Additional Site Visits will be available at the following times and locations on June 10, 2014.
11:00 AM-11:30 AM: SAFD Services Division; 230 S. Callaghan Rd.; San Antonio
1:00 PM-1:30 PM: Bitters Road Brush Recycling Center; 1800 Bitters Rd.; San Antonio
2:30 PM-3:00 PM: Public Safety Headquarters Gym; 315 S. Santa Rosa Ave.; San Antonio
3:30 PM-4:00 PM: Museo Alameda Building; 101 S. Santa Rosa Ave., San Antonio

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

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

Evaluation Committee Voting Members:

Edward Gonzales, **Assistant Director**, Department of Human Services
Jose Caban, Senior Management Analyst, Department of Human Services
Esperanza Calvillo, **Center Manager**, Department of Human Services
James Counts, Management Analyst, Department of Human Services
Frank Garcia, Facilities Manager, San Antonio Police 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 **June 17, 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/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.