You have the opportunity to look at and respond to any solicitation offered by the City of San Antonio (COSA). You will automatically be notified of any solicitations with NIGP codes contained on your SAePS vendor profile using the My Bids tab (see the My Bids user guide).

It's easy to access any other solicitation (also referred to as a RFx), even if it does not contain your NIGP codes, using the Other Bids tab.

Log onto SAePS: https://supplierservice.sanantonio.gov/irj/portal

Click on the OTHER BIDS tab on the top menu bar

Bidder				
Home	My Bids	Other Bids	My Vendor Profile	My NIGP Codes

Bid Processing

Active Queries
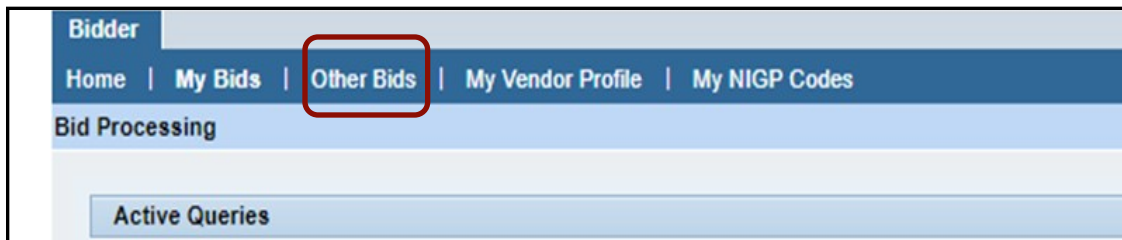
The SAePS portal will load all bids: it may take a few minutes for all of them to appear. You will see the message _Public Rfx bids Refresh is running_ , which is highlighted in yellow below. A list of solicitations will appear.

Bids | Other Bids | My Vendor Profile | My NIGP Codes

Active Queries

Public eRFxs   Public Rfx bids (Refresh is running)

Public eRFxs - Public Rfx bids

▶ Show Quick Criteria Maintenance

Sort feature

Screen scroll down & up

Refresh | Export

Bid Num	Bid Description	Bid Type	Bid Status	
610001120	AVI - Paging Modernization & Implement	Compet. Sealed Bid	Published	0
6100012503	ITSD - Resident Connection Platform	Compet. Sealed Bid	Published	28.0
6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	27.08.2
6100012553	A/C ON-CALL PLUMBING SERVICES CITYWIDE	Best Value Bid	Published	29.07.2020
6100012578	Parking Guidance System Hardware Maint	Best Value Bid	Published	21.08.2020
6100012591	A/C Pest Control Services - BESD/ITSD	Invitation for bid	Published	29.07.2020
6100012579	A/C Fire Alarm System Insp, Main, & Rep	Best Value Bid	Published	14.08.2020

SEARCH FOR SOLICITATIONS

Click on the SORT feature to sort by Bid Number

Use the SCROLL feature to peruse the list of available solicitations

CITY OF
SAN ANTONIO
— TEXAS —

VENDOR SUPPORT:

vendors@sanantonio.gov

210-207-0118

If you find a RFx that you want to participate in, you must move it to your My Bids tab.

Select the solicitation that you want to participate in by clicking on the empty box immediately to the left of the Bid Number indicated by "Click Here" below

Click on the ADD TO MY BIDS button to move the solicitation to your My Bids

Once you have selected ADD TO MY BIDS, SAePS will send you messages (such as those in the image below) that:

- Encourage you to add the solicitation's NIGP codes to your vendor profile [refer to the NIGP Codes User Guide]

- Confirm that the selected solicitation was added to your My Bids tab

You will view and work with the solicitation in your MY BIDS tab

Click on MY BIDS to view the solicitation. If it does not appear, click the REFRESH button.

IF YOU HAVE PROBLEMS SEEING BIDS

See the last page of this guide for

troubleshooting tips

VIEW SOLICITATION DETAILS

Click on BID NUMBER to open RFx documents, see opening and closing dates, and other information as shown on previous page

Find submission deadline by clicking on RFX INFORMATION tab

Submission Deadline: The date and time by when all RFx submission steps must be fully completed

Opening Date: When COSA's Purchasing Division will verify submissions

Time: All times listed on SAePS are Central Time; stated on a 24-hour clock
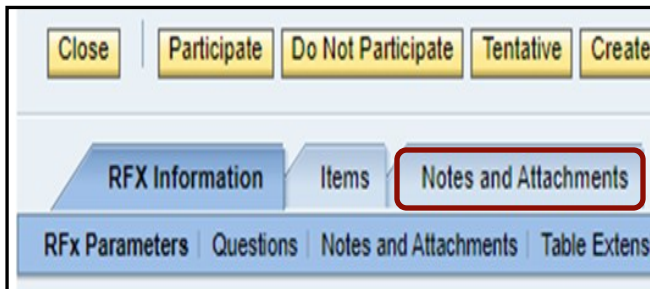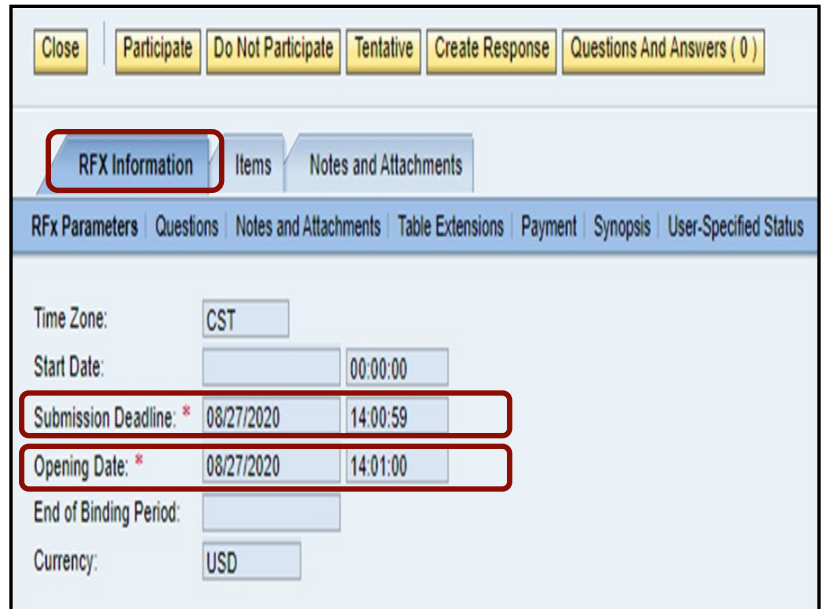
View, download and save RFx documents

Click on the NOTES AND ATTACHMENTS tab to see a list of documents associated with the RFx. These may include:

Main solicitation document

Requirements matrix

Utilization plan

Price schedule

Forms to be completed

**View by clicking on individual documents listed in the DESCRIPTION column**

RECOMMENDATION:

Download and save RFx documents/ attachments to your computer. They will be easier to reference and use as you work on your response.

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	PowerPoint_AC for Citywide Janitorial Services	PowerPoint_AC for Citywide Janitorial Services.pptx	1		☐	pptx	15939	146477	07/08/2020
Document Header	Standard Attachment	UTILIZATION PLAN	UTILIZATION PLAN.pdf	1		☐	pdf	1252	146477	07/08/2020
Document Header	Standard Attachment	VOSBPP Tracking Form 7-8	VOSBPP Tracking Form 7-8.pdf	1		☐	pdf	32	146477	07/08/2020
Document Header	Standard Attachment	Local PP Ident Form	Local PP Ident Form.pdf	1		☐	pdf	40	146477	07/08/2020
Document Header	Standard Attachment	Solicitation Language (SBEDA)	Solicitation Language (SBEDA).pdf	1		☐	pdf	111	146477	07/08/2020

IF YOU INTEND TO RESPOND TO THE SOLICITATION

Once you have reviewed the solicitation documents and requirements, you can tell us if you intend to participate in the solicitation. Click on the appropriate indicator button as shown below:
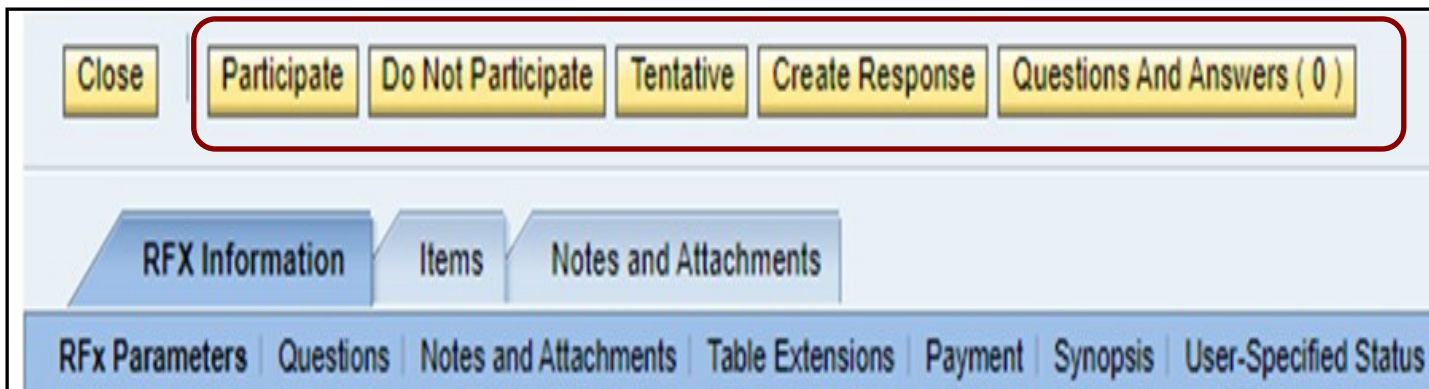
PARTICIPATE: Notifies the Purchasing Division that you intend to participate in the solicitation. You will receive any email reminders and updates related to the solicitation

> **Reminder:** Download and save any RFx documents (found on the Notes and Attachments Tab) to your computer to make it easier to respond

DO NOT PARTICIPATE: Notifies the Purchasing Division that you will not respond to the solicitation. You will not receive any email reminders or updates related to the RFx

TENTATIVE: Select this option if you are undecided about participation. This allows you to receive email reminders and updates related to the solicitation. Download and save any RFx documents (found on the Notes and Attachments Tab) to your computer to make it easier to respond

CREATE RESPONSE: Click this when you are ready to start your actual bid response

QUESTIONS AND ANSWERS: The Procurement Specialist and their contact information is listed in the RFx document. Please send all questions directly to the Procurement Specialist as directed in the solicitation document. We recommend that you do not use the QUESTIONS AND ANSWER button.

> **When you are ready to start the solicitation response process, see**
>
> **Create a Response to a Solicitation**

IF YOU HAVE PROBLEMS SEEING BID INFORMATION

If you are not able to see solicitations in the My Bids tabs, there are a couple easy steps to take to resolve the issue.

Go to My BIDS tab

In the ACTIVE QUERIES box, make sure "All" is selected in the eRFxs field

In the BID STATUS field, select the "Current RFx" option

Click on the APPLY button; the bids should load

Click on the BID NUMBER to open a particular solicitation. You may need to allow pop-ups

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number
6100014512	CCDO HOLIDAY LIGHTS	Req for Price Quote	Published	09/10/2021	
6100014486	PARKS-ZERO-TURN RIDING MOWERS	Req for Price Quote	Published	09/14/2021	
6100014453	PW - OLMOS DAM Lighting Upgrade	Invitation for bid	Published	09/17/2021	
6100014452	AC Window Cleaning - BESD	Invitation for bid	Published	09/15/2021	
6100014194	AC Automatic Gate Access System for SAAS	Invitation for bid	Published	09/15/2021	
6100014193	AC Overhead Door PM/Repair/Parts for SAT	Invitation for bid	Published	09/24/2021	
6100014082	AC DOG AND CAT FOOD - CITYWIDE - FORMAL	Invitation for bid	Published	09/17/2021	