

You have immediate access to solicitations containing the NIGP codes that you have selected for your SAePS vendor profile. You can log into SAePS at any time to view current solicitation opportunities, but you will also automatically receive an email notification when the City of San Antonio (COSA) issues a bid or solicitation that contains any of your NIGP codes. See the [NIGP Guide](#) for help setting up your codes.

The RFX email notification will be similar to the one below. It will be sent to the contact listed on your SAePS vendor profile. You will be able to link to the SAePS logon directly from the email. Please be aware that:

- Your contact should be the best person at your company to receive solicitation opportunities or to communicate them to others
- NIGP codes can be added to or deleted from your vendor profile at any time
- Your contact and NIGP information — along with other information on your vendor profile — should be kept up-to-date

We would like to draw your attention to the following RFX:  
IFB Test for Sole Source 6100000733

Closing date for submission of responses: 03/15/2019 12:00:00 Central Time

Please log into your supplier account on our website, <https://dv1portal.sanantonio.gov/iri>, and click on the "My Bids" tab to view this RFX. Note that responses to solicitations MUST be submitted prior to the submission deadline above in order to be considered.

Once you have created a bid response, click the "Submit" button in order to electronically transmit your response.

We would be pleased to receive an RFX response from you.

Best regards,

The City of San Antonio

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If you need immediate assistance viewing a solicitation or submitting a response, call the Vendor Support Line at 210-207-0118 or e-mail [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) to receive assistance from a member of the Vendor Support Team. Please indicate the name and number of the solicitation in the e-mail subject line.

We strongly recommend that you verify that you are able to access your vendor record, view solicitations, and submit your responses in SAePS at least one day prior to the solicitation deadline.



**VENDOR SUPPORT:**  
[vendors@sanantonio.gov](mailto:vendors@sanantonio.gov)  
210-207-0118

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

Click on the MY BIDS tab on the top menu bar

Click on the word “All” in the ACTIVE QUERIES window to see a list of all solicitations that contain your NIGP codes

The screenshot shows the 'Bid Processing' section of the SAePS portal. At the top, there is a navigation bar with 'Home', 'My Bids', 'Other Bids', 'My Vendor Profile', and 'My NIGP Codes'. The 'My Bids' tab is highlighted. Below this, there is a section for 'Active Queries' with a sub-section for 'eRFxs Without Category Assignment'. In this section, the 'All (3)' link is highlighted with a red box. Below this, there is a table of active queries with columns for Bid Number, Bid Description, Bid Type, Bid Status, End Date, Response Number, Response Status, and Version. The first three rows of the table are highlighted with a red box.

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number	Response Status	Version
<a href="#">6100012855</a>	SWMD Cleaning Services for Vehicles	Req for Price Quote	Published	05/27/2020	<a href="#">7000015913</a>	Saved	1
<a href="#">6100012552</a>	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	08/27/2020		No Bid Created	4
<a href="#">6100009724</a>	FIN -RFP - Short Term Rental Monitor HOT	Request for Proposal	Published	01/19/2018	<a href="#">7000011265</a>	Submitted	4

View the details of individual solicitations also referred to as a RFX by clicking on the BID NUMBER in the first column.

You will be able to participate and submit proposals once you open the solicitation

**IF YOU HAVE PROBLEMS SEEING BIDS**  
See the last page of this guide for  
troubleshooting tips

**VIEW SOLICITATION DETAILS**

**Click on the BID NUMBER to open RfX documents, opening and submission deadline dates and other information**

**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

This screenshot shows the 'RFX Information' tab selected. At the top, there are buttons for 'Close', 'Participate', 'Do Not Participate', 'Tentative', 'Create Response', and 'Questions And Answers ( 0 )'. Below these are tabs for 'RFX Information', 'Items', and 'Notes and Attachments'. A secondary set of tabs includes 'RfX Parameters', 'Questions', 'Notes and Attachments', 'Table Extensions', 'Payment', 'Synopsis', and 'User-Specified Status'. The main content area displays the following information:

- Time Zone: CST
- Start Date: [empty] 00:00:00
- Submission Deadline: \* 08/27/2020 14:00:59
- Opening Date: \* 08/27/2020 14:01:00
- End of Binding Period: [empty]
- Currency: USD

This screenshot shows the 'Notes and Attachments' tab selected. At the top, there are buttons for 'Close', 'Participate', 'Do Not Participate', 'Tentative', and 'Create'. Below these are tabs for 'RFX Information', 'Items', and 'Notes and Attachments'. A secondary set of tabs includes 'RfX Parameters', 'Questions', 'Notes and Attachments', and 'Table Extensions'.

**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

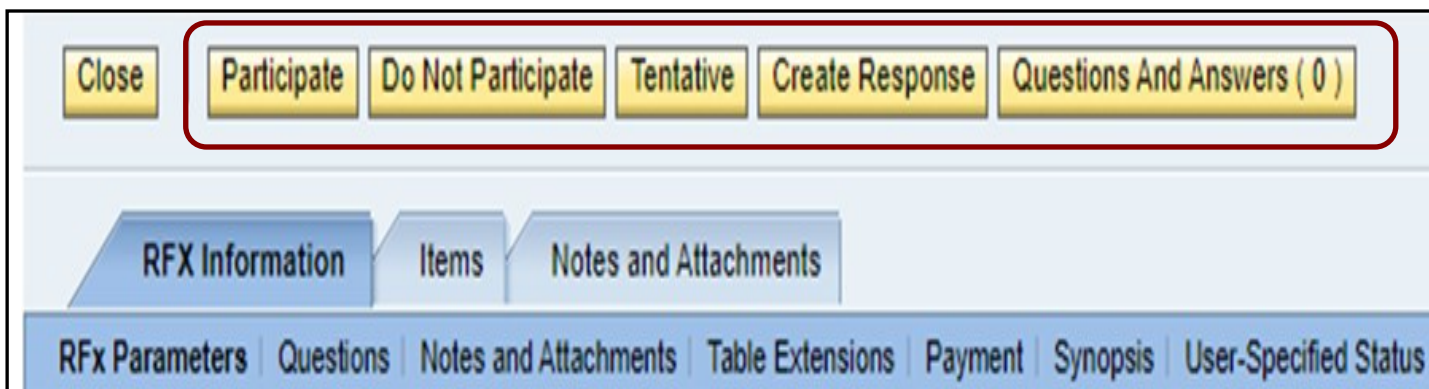
**RECOMMENDATION:**  
**Download and save RfX documents/ attachments to your computer. They will be easier to reference and use as you work on your response.**

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

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	<a href="#">PowerPoint AC for Citywide Janitorial Services</a>	PowerPoint_AC for Citywide Janitorial Services.pptx	1		<input type="checkbox"/>	pptx	15939	146477	07/08/2020
Document Header	Standard Attachment	<a href="#">UTILIZATION PLAN</a>	UTILIZATION PLAN.pdf	1		<input type="checkbox"/>	pdf	1252	146477	07/08/2020
Document Header	Standard Attachment	<a href="#">VOSBPP Tracking Form 7-8</a>	VOSBPP Tracking Form 7-8.pdf	1		<input type="checkbox"/>	pdf	32	146477	07/08/2020
Document Header	Standard Attachment	<a href="#">Local PP Ident Form</a>	Local PP Ident Form.pdf	1		<input type="checkbox"/>	pdf	40	146477	07/08/2020
Document Header	Standard Attachment	<a href="#">Solicitation Language (SBEDA)</a>	Solicitation Language (SBEDA).pdf	1		<input type="checkbox"/>	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**

The screenshot shows the 'Bid Processing' interface. At the top, there is a navigation bar with 'My Bids' highlighted. Below this, the 'Active Queries' section shows 'eRFxs All (7)' selected. The 'eRFxs - All' section contains a search filter area with 'Bid Status' set to 'Current RFX'. An 'Apply' button is visible below the filters. At the bottom, a table lists the resulting bids.

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	
6100014432	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	