



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Informal Invitation for Bids for Annual Contract for Preventative HVAC Maintenance & Repair Services - CCDO**

Solicitation Number: RFX 6100016319

Description: The City of San Antonio ("City") is soliciting bids for a contractor to furnish the necessary labor and materials to provide preventative maintenance services for the heating, ventilation, and air conditioning (HVAC) systems and HVAC supporting equipment (including parts and/or components) for the Center City Development & Operations Department. The HVAC preventative maintenance will include cooling and heating inspections, post-inspection reports, and the estimated cost of making repairs for the continued use of existing equipment.

Applicable Product Categories: 91036 Heating, Air Conditioning, and Ventilation Maintenance, Repair and Installation Services

Date Issued: December 2, 2022

Due Date & Time: January 11, 2023, 10:00 a.m. Central Time

Pre-Submittal Conference: The conference will be held via WebEx call at 9:00 a.m. Central Time, on Tuesday, December 6, 2022. The meeting agenda is available through the SAePS Portal. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2454 440 5686

Meeting password: zkQR2bAKm44

Site Visit: Interested bidders may attend a site visit at 321 W. Commerce Street, San Antonio, TX 78205, also known as the Texas Public Radio (TPR) Headquarters Building, on Tuesday, December 6, 2022, at 11:00 a.m. CST. The site visit is optional, however highly encouraged.

Staff Contact Person: Veronica Velez, Procurement Specialist II, Veronica.Velez@sanantonio.gov

To view this solicitation, go to the SAePS portal; <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. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids).

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 with "SAePS Portal" on the subject line so this can be expedited.