

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Formal Invitation for Bid (IFB) Annual Contract for Citywide Fitness Equipment Maintenance and Repairs**

Solicitation Number: 6100017539

Description:

The City of San Antonio is soliciting bids to provide quarterly preventative maintenance and on-call repair services of electric and non-electrical fitness equipment and fitness machines at various City fitness facilities in accordance with the specifications listed herein. These services are required for the San Antonio Police Department (SAPD), the Department of Human Services (DHS), City Tower Building, Solid Waste Management Division Service Centers (SWMD), Public Works (PW) and the Park and Recreation Department (PARKS).

Applicable Product Categories:

90917- Athletic Facility Maintenance and Repair

80594-Weight Lifting Equipment and Accessories

93111-Athletic and Sporting Goods Equipment and Accessories, Shoulder Pads, etc., Maintenance and Repair

Date Issued: January 5, 2024

Due Date & Time: January 22, 2024, 2:00 P.M. Central Time

Pre-Submittal Conference:

A Pre-Submittal conference will be held on January 9, 9:00 a.m. Central Time. The meeting agenda is available on the SAePS portal. Attendance is not required, however highly encouraged.

Any verbal responses to questions are non-binding.

City Tower Building

100 W. Houston Street.

San Antonio, TX 78205

Concourse Level, Room OO E432.

Parking is available at the City Tower Parking Garage located at 60 N. Flores St, San Antonio, TX 78205.

To gain access to the City Tower facility: All guests to the City Tower will need to enter at the Concourse Level to be properly security screened and logged into the facility as a guest. The Concourse Level can be accessed via the City Tower Parking Garage elevators. The Concourse level is labeled as "C" on the elevator buttons.

Upon exit of the elevators, guests will need to proceed through the security screening. Guests will need to bring a form of photo identification and will be issued temporary identification to wear while in City Tower. Once all guests have cleared the screening area, the Security Officer detail will direct visitors to the designated public waiting area located on the Concourse Level where City staff will then take guests to the meeting room.



Site Visit:

Site visit (s) will start at **10:00 a.m. Central Time, on January 9, 2024:**

An optional site visit has been scheduled for January 9, at 10:00 a.m. **Central Time**. All interested vendors will meet at City Tower Building Fitness Center located on the Concourse Level, then proceed to other buildings. The City will not provide transportation to or from the site visit locations. Please see Exhibit 2 - Site Visit Schedule for exact location addresses. The City of San Antonio will not be hosting virtual tours of any location.

**City Tower Building
Concourse Level Fitness Center
100 W. Houston
San Antonio, TX 78205**

Stacey Gipson, Procurement Specialist II
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For SAePS language -

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). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.

