

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Informal Invitation for Bids for Annual Contract for Elevator Maintenance at John H. Wood Federal Courthouse**

Solicitation Number: RFX 6100017958

Description: The City of San Antonio is soliciting bids for a contractor to provide quarterly preventive maintenance services (including parts, with some exceptions) for electric drive elevators in accordance with the specifications and manufacturers' recommendations at the former John H. Wood Federal Courthouse located at 655 E. Cesar Chavez Blvd. This service is required to establish a maintenance program that will preserve the safety and functionality of the elevator equipment. The elevators shall be referred to jointly herein as "the Equipment". Preventive maintenance shall be performed quarterly on all equipment at the former Federal Courthouse.

Applicable Product Categories: 91013 – Elevator Installation, Maintenance, Repair and Inspection Service

**Date Issued: May 3, 2024**

**Due Date & Time: June 17, 2024 by 10:00 a.m. Central Time**

**Pre-Bid Conference: None**

Staff Contact Person: Genaro De Leon, Procurement Specialist II, Genaro.DeLeon@sanantonio.gov

**To view this solicitation**, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

