

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Formal Invitation for Bids for Annual Contract for Carver Community Cultural Center HVAC Preventative Maintenance and Repairs**

Solicitation Number: RFX 6100019293

Description: The City of San Antonio is soliciting bids from a qualified contractor to perform preventative maintenance and repair services for heating, ventilation and air conditioning (HVAC) systems and equipment for the Carver Community Cultural Center, Carver Annex and Little Carver in accordance with industry standards, manufacturer recommendations, and specifications. Regular scheduled preventive maintenance and repair services are also required to maintain peak operational efficiencies while extending the life cycle of the equipment.

Applicable Product Categories: 91036 – HVAC Maintenance

Date Issued: February 27, 2026

Due Date & Time: March 16, 2026, 2:00 p.m. Central Time

Pre-Bid Conference: Pre-Bid Conference will be held at 10:00 a.m., Central Time, on March 5, 2026, via WebEx. Attendance at the Pre-Bid Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2347 296 3509 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m3cc4ddad2f75661bd2144a756a6f1927>

Additionally, a site visit will be held at **1:00 p.m. Central Time, on March 5, 2026:**

Carver Community Cultural Center
226 N Hackberry
San Antonio, TX 78202

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the in-person pre-bid conference and site visit.

- a. Respondents interested in attending the Pre-Bid Conference in-person and/or the site visit must RSVP by March 4, 2026, at 3:00 PM CT via email to trisha.jones@sanantonio.gov, Procurement Specialist III.
- b. All attendees must check-in with City's procurement staff member present to sign-in.

Staff Contact Person: Trisha Jones, Procurement Specialist II, trisha.jones@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). 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.

