



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Citywide Multi-Function Devices
Solicitation Number: 6100012291, RFCSP 20-020

Description: The City of San Antonio is seeking proposals from qualified firms to provide, maintain, and service replacement devices throughout City facilities. The selected firm shall provide the City with industry recognized multi-function devices capable of reliably performing all common document handling functions.

Applicable Product Categories: 98460 – Printers and Plotters, Computer, All Types, Rental or Lease
98558 – Office Machines, Multi-Function, Rental or Lease

Evaluation Committee

Craig Hopkins, Chief Information Officer, Information Technology Services Department
Benito Medrano, Assistant Director, Information Technology Services Department
Randy Schneider, Senior IT Manager, Information Technology Services Department
Catia Jendrzej, Business Relationship Manager, Information Technology Services Department
Julia Murphy, Deputy Chief Sustainability Officer, Office of Sustainability

Date Issued: Monday, January 13, 2020
Due Date & Time: Friday, May 1, 2020, 2:00 p.m. Central Time

Pre-Submittal Conference: Finance Department Purchasing Division, Large Conference Room, Riverview Towers, 111 Soledad, 11th Floor, San Antonio, Texas 78205, at 10:00 a.m., Central Time, on Wednesday January 29, 2020.

Pre-Submittal Conference Dial-In Information:
Conference Bridge: Toll Free Dial-In Number: 1-855-850-2672
Meeting number: 993 309 126

Pursuant to Section 008 Submission of Proposals – Respondents are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted for consideration as a City Council agenda item during a meeting designated as an A session; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Respondents may ask verbal questions concerning this RFCSP at the Pre-Submittal Conference.

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 2:00 p.m., Central Time, on February 28, 2020. Questions received after the stated deadline will not be answered. Questions submitted and City's responses will be posted with this solicitation. All questions shall be sent by e-mail or through the portal.

Kristen McAvoy, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
kristen.mcavoy@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

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.