



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Competitive Sealed Proposals – Preventative Maintenance and Repair Services of HVAC Systems-BESD**

Solicitation Number: RFCSP 22-014; RFX 6100014664

Description: The City of San Antonio (City) is soliciting bids from qualified contractors to perform maintenance and repair services of heating, ventilation and air conditioning (HVAC) systems and equipment at various BES facilities. The regular scheduled preventive maintenance and repair services are required to maintain peak operational efficiencies while extending the life cycle of the equipment.

Applicable Product Categories:

91036 - Heating, Air Conditioning, and Ventilation Maintenance, Repair and Installation Services

03167 - HVAC Equipment, Accessories and Supplies (Not Otherwise Classified)

Date Issued: January 10, 2022

Due Date & Time: February 18, 2022, at 2:00 p.m. Central Time

Pre-Submittal Conference: The conference will be held via WebEx call at 2:00 p.m., Central Time, on Tuesday, January 18, 2022. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2452 201 2862

Meeting password: RfVkyXXf442

Staff Contact Person: Stephen Muñiz, Procurement Specialist II, stephen.muniz@sanantonio.gov

Evaluation Committee Voting Members:

Ron Griego, Facilities Administrator/Building and Equipment Services Department

Luis Rivas, Interim Sr. Project Manager/Building and Equipment Services Department

Alexander Martinez, Special Projects Manager/ Building and Equipment Services Department

Kyle Mikolajczyk, HVAC Superintendent/ Building and Equipment Services Department

Jesse Gallegos, Assistant Manager/Parks & Recreation Department

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an 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 approved at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 4:00 p.m., Central Time, on Monday, January 24, 2022. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Stephen Muñiz, Procurement Specialist II

City of San Antonio, Finance Department – Purchasing Division

stephen.muniz@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

Finance Department, Purchasing Division
PO Box 839966 ♦ San Antonio, TX 78283-3966 ♦ Tel: 210-207-5734

<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.