



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals - Annual Contract for HVAC Services for San Antonio Airport System

Solicitation Number: RFCSP 6100015282; 22-061

Description: The City of San Antonio, Aviation Department, seeks proposals from qualified contractors interested in providing "on-call" commercial heating ventilation and air conditioning maintenance and repairs through an on call contracting services contract, also referred to as job order contracting. Service shall be for HVAC maintenance and repairs at both San Antonio International Airport and Stinson Municipal Airport. Trade services within new building construction, remodeling or alterations of an existing building will not be included.

Applicable Product Categories: 91036 – HVAC Maintenance, Repair and Installation Services
03106 – Air Conditioning and Heating Central Air Systems, Including Parts

Evaluation Committee Voting Members:

Jeff Coyle, Assistant City Manager, City Manager's Office
Tom Bartlett, Aviation Deputy, Aviation Department
Scott Brown, Facilities and Fleet Manager, Aviation Department
Ron Griego, Facilities Administrator, Building and Equipment Services Department
Desiree Curtis, Special Projects Manager, Aviation Department

Date Issued: June 6, 2022

Due Date & Time: **August 8, 2022** at 2:00 p.m. Central Time

Pre-Submittal Conference: A pre-submittal conference is scheduled via conference call at 10:00 a.m., Central Time, on June 22, 2022. Respondents may call toll-free number provided in the RFCSP.

Staff Contact Person: Marco A. Beltran, Procurement Specialist III, marco.beltran@sanantonio.gov

Pursuant to Section 003 – Instructions for Respondents, Part A, 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 on or before 10 calendar days prior to the date proposals are due. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Marco A. Beltran, Procurement Specialist III
City of San Antonio
Finance Department – Purchasing Division for the Aviation Department
marco.beltran@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 an

electronic response online. 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.