



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposal for Annual Contract for Supplemental On-Call HVAC Services – Citywide**

Solicitation Number: RFX 6100015642; RFCSP 22-081

Description: The City of San Antonio seeks proposals from qualified contractors interested in providing supplemental “on-call” commercial heating ventilation and air conditioning (HVAC) maintenance and repairs through an on call contracting services (OCCS) contract for City facilities throughout the City of San Antonio. Trade services within new building construction, remodeling or alterations of an existing building will not be included.

Applicable Product Categories: 91036 Heating, Air Conditioning, and Ventilation Maintenance, Repair and Installation Services

Date Issued: **June 17, 2022**

Due Date & Time: **August 19, 2022, 2:00 p.m. Central Time**

Pre-Submittal Conference: The conference will be held via a WebEx meeting at **2:00 p.m. Central Time on June 30, 2022**. The Agenda is available through the SAePS Portal Attendance is optional, but highly encouraged Prospective Respondents may join the WebEx using the following instructions:

WebEx Call-in: 1-415-655-0001 US TOLL

Meeting number (access code): 2465 803 0550

Meeting password: ZCmwbKu5v54

Staff Contact Person: Madison McDonald, Procurement Specialist II, Madison.McDonald@sanantonio.gov

Evaluation Committee Voting Members:

Alejandra Lopez, Assistant City Manager, City Manager’s Office

Patricia Muzquiz Cantor, Executive Director, Convention & Sports Facilities

Eric Duncan, Building Maintenance Manager, Convention & Sports Facilities

Kyle Mikolajczyk, Building Maintenance Manager, Convention & Sports Facilities

Mark Jenkins, Facilities Manager, San Antonio Public Library

Ron Griego, Facilities Administrator, Building & Equipment Services Department

Charles Guerra, Facilities Manager, Parks and 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 **2:00 PM, Central Time, on July 7, 2022**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Madison McDonald, Procurement Specialist II

City of San Antonio, Finance Department – Purchasing Division

Madison.McDonald@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/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).

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.