



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Annual Contract for Chiller Maintenance & Other Services

Solicitation Number: RFCSP 22-130; RFx 6100016210

Description: The City of San Antonio is soliciting proposals for a qualified contractor to furnish the necessary labor, materials, service equipment, tools, transportation, methods of communication, supervision, service reports, and supplies to provide scheduled maintenance, testing, and other services of centrifugal, reciprocating, and screw chiller systems at various City buildings. The services include parts and any equipment necessary for the scheduled maintenance and other services for City's chiller systems and chiller supporting systems

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

Date Issued: November 23, 2022

**Due Date & Time: January 27, 2023, 2:00 p.m. Central Time**

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on Monday, December 5, 2022, via WebEx. Attendance, by WebEx, at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | Access Code: 2453 386 5229 | Meeting Password: 6100016210

Staff Contact Person: Stephanie Nouman, Procurement Specialist III, [stephanie.nouman@sanantonio.gov](mailto:stephanie.nouman@sanantonio.gov)

**Evaluation Committee Voting Members:**

Alexander Martinez, Deputy Director, Building and Equipment Services

Ron Griego, Facilities Administrator, Building and Equipment Services

Grace Diaz, Facilities Compliance Manager, Building and Equipment Services

Charles Guerra, Facilities Manager, Parks & Recreation

Kyle Mikolajczyk, Building Maintenance Manager, Convention Sports Facilities

Michael Hall, HVAC Supervisor, Aviation

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 RFP to the Staff Contact Person listed below until 4:00 p.m., Central Time, on Monday, December 12, 2022. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Stephanie Nouman, Procurement Specialist III  
City of San Antonio, Building and Equipment Services  
[stephanie.nouman@sanantonio.gov](mailto:stephanie.nouman@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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.