



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal – Annual Contract for Preventative Maintenance & Repair of HVAC System - SAPL

Solicitation Number: 6100015963, RFCSP 23-054

Description: The City of San Antonio is soliciting proposals for a Contractor to provide maintenance, inspection, and repair services for various types of heating, ventilation and air conditioning (HVAC) systems and supporting components. Contractor is expected to furnish the necessary labor, materials, service equipment, tools, transportation, methods of communication, supervision, service reports, supplies, etc. The services required consist of, but are not limited to: Scheduled Maintenance, Inspection, Testing, and Repair Services for the San Antonio Public Library (SAPL) HVAC systems and supporting components.

Applicable Product Categories: 91036 – Heating, Air conditioning, and Ventilation Maintenance, Repair and Installation Services
03167 – HVAC Equipment, Accessories and Supplies (Not Otherwise Classified)

Evaluation Committee

David McCary, Assistant City Manager, City Manager's Office
Kathy Donellan, Assistant Director – Support Services, San Antonio Public Library
Mark Jenkins, City Tower Facilities Manager, Building and Equipment Services
Rose Navarro, Facilities Manager, San Antonio Public Library
Ron Griego, Facilities Administrator, Building and Equipment Services
Kiyanna Stephens, Branch Manager, San Antonio Public Library

Date Issued: February 22, 2023

Due Date & Time: Friday, May 5, 2023, 2:00 p.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at 2:00 p.m. Central Time, on March 3, 2023. The Pre-Submittal Conference for this solicitation will be held via WebEx only. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Pre-Submittal Conference Dial-In Information:

Conference Bridge: Toll Free Dial-In Number: 1-415-655-0001
Meeting number: 2457 334 5880
Meeting password: COSA

2nd Pre-Submittal Conference: A Pre-submittal conference will be held at 10:00 a.m. Central Time, on March 7, 2023. The Pre-Submittal Conference for this solicitation will be held via WebEx only. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Pre-Submittal Conference Dial-In Information:

Conference Bridge: Toll Free Dial-In Number: 1-415-655-0001
Meeting Number (Access Code): 2454 944 5253
Meeting Password: COSA

Pursuant to Section 003 Instructions for Respondents – Restriction on Communications, 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 Commission agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 2:00 p.m., Local Time, on April 12, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Japan Shah, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
Japan.Shah@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.