



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal – Annual Contract for Preventive Maintenance and Repairs of HVAC - Citywide

Solicitation Number: RFx 6100016648; RFCSP 23-013

Description: The City of San Antonio is requesting proposals from qualified contractors to perform scheduled preventive maintenance and corrective repair services of heating, ventilation and air conditioning (HVAC) systems and equipment. Scheduled preventive maintenance services shall be provided on a quarterly basis, except for monthly filter replacement. These services are required by the San Antonio Fire Department, San Antonio Metropolitan Health Department, Department of Human Services, San Antonio Police Department, Solid Waste Management Department, and the Center City Development and Operations Department - La Villita and Market Square.

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

Date Issued: April 12, 2023

Due Date & Time: June 7, 2023, 2:00 p.m. Central Time

Pre-Submittal Conference: The conference will be held via a WebEx meeting at 10:00 a.m. Central Time on April 25, 2023. The Agenda is available through the SAePS Portal. Attendance is optional, but highly encouraged. Prospective Respondents may join the WebEx using the following instructions:

Join from the meeting link

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mbce4b85a8a976d7d656410364b8cb80d>

Dial-In Number: 1-415-655-0001

Access Code: 2466 734 3130

Meeting Password: COSA

Staff Contact Person: Shelly Reynolds, Procurement Specialist III, Shelly.Reynolds@sanantonio.gov

Evaluation Committee Voting Members:

Christopher Monestier, Deputy Chief, San Antonio Fire Department

Taylor King, Facilities Captain, Services and Logistics, San Antonio Fire Department

Rod Rodriguez, Building Maintenance Officer, San Antonio Fire Department

Mimmy Juarez, Department Facilities Coordinator, Metropolitan Health District

Eric Teague, Special Project Manager, Infrastructure and Facilities Division, Infrastructure and Facilities Division

Pursuant to Section 003 – 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 May 10, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Shelly Reynolds, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

Shelly.Reynolds@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.