



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name: Request for Competitive Sealed Proposals – Formal Annual Contract for On-Call Electrical Services for San Antonio Airport System**

**Solicitation Number: RFCSP 6100016387; 23-001**

**Description:** The City of San Antonio, Aviation Department, seeks proposals from qualified contractors interested in providing “on-call” commercial electrical repairs through an on-call contracting services contract, also referred to as job order contracting. Service shall be for electrical repairs at both San Antonio International Airport and Stinson Municipal Airport.

**Applicable Product Categories:** 91082 – Wiring and Other Electrical Maintenance and Repair Services  
28569 – Misc. Electrical Equipment and Supplies  
28095 – Wire and Cable

**Evaluation Committee Voting Members:**

Jesus H. Saenz, Jr., IAP, Director of Airports, Aviation Department  
Scott Brown, Airport Facilities Manager, Aviation Department  
Susan St. Cyr, L.E., Special Projects Manager, Aviation Department  
Eric Duncan, Facilities Manager, Convention & Sports Facilities Department  
Nick Bennett, Interim Manager-Managed & Military Accounts, CPS Energy

Date Issued: May 10, 2023

Due Date & Time: June 28, 2023, at 2:00 p.m. Central Time

**Pre-Submittal Conference:** A pre-submittal conference is scheduled via conference call at 2:00 p.m., Central Time, on May 22, 2022. Respondents may call toll-free number provided in the RFCSP.

Staff Contact Person: Marisol Amador, Procurement Specialist III, [marisol.amador@sanantonio.gov](mailto:marisol.amador@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.

**Marisol Amador, Procurement Specialist III**  
**City of San Antonio**  
**Finance Department – Purchasing Division for the Aviation Department**  
[marisol.amador@sanantonio.gov](mailto:marisol.amador@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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.