



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal for Annual Contract for Moving Services

Solicitation Number: RFX 6100016800; RFCSP 23-063

Description: The City of San Antonio is seeking a Contractor to provide coordination and performance of all activities required to move, relocate, and set up office furniture, office furnishings, modular furniture, partitions, records management file systems, book cases, other equipment, boxes, crates, and general office effects and miscellaneous supplies as required to move City departments and facility furnishings. Moving projects will consist of, but are not limited to, all labor, materials, supplies, and equipment and cargo vehicles necessary to perform all moving services. All moves shall be to and from destinations within San Antonio, Texas, or surrounding Bexar County.

Applicable Product Categories: 96256 Moving Services

Date Issued: June 2, 2023

Due Date & Time: July 7, 2023, 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 7, 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:

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

Meeting number (access code): 2460 155 7632

Meeting password: gGpv9w5ZNY9

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

Evaluation Committee Voting Members:

Eric Teague, Special Projects Manager, Department of Health Services

~~Ron Griego, Facilities Administrator, Building & Equipment Services~~

Mimmi Juarez, Department Facilities Coordinator, San Antonio Metro Health Department

James F. Moore, Department Accounting Supervisor, Public Works Department

Rose Navarro, Facilities Manager, San Antonio Public Library

Grace Diaz, Facilities Compliance Manager, Building and Equipment Services 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 June 12, 2023. 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/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.