



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Cooling Tower Maintenance, Inspection, Cleaning & Repair Services**

Solicitation Number: RFCSP 23-099; RFX 6100016928

Description: The City of San Antonio is soliciting proposals for a Contractor to provide maintenance, inspections, repairs, and cleaning services of various types and sizes of cooling towers to include furnishing the necessary labor, materials, service equipment, tools, transportation, and methods of communication, supervision, service reports, and supplies. The cleaning services required consist of, but are not limited to providing a cleaning service plan for each cooling tower that includes thorough cleaning of the cooling towers to remove scaling, bio-deposits, biological growth, debris, sediment, sludge, etc. Also, perform cleaning services of the existing fill material, vertical and horizontal support members and cells, isolation of the cooling tower(s), testing the cooling tower water for pH and disinfectant level(s) after cleaning, re-sealing any identified compromised seams with manufacturer approved cooling tower grade caulking, and providing service report(s) that shall include the cleaning certifications. The maintenance services required consist of, but are not limited to: Scheduled Preventive Maintenance, testing and Other Repair Services for City's cooling towers and cooling tower supporting Equipment. The cooling towers Scheduled Preventive Maintenance services shall consist of, but are not limited to the following: isolation of the cooling tower; inspecting and replacing the drive belts if necessary; lubricating bearings on fan motors inspecting the fan blades and noting any deficiencies; inspecting the fill material and associated support brackets; inspecting and testing the make-up water valves for proper operation; inspecting the basin drain and associated piping; inspecting the overflow drain.

Applicable Product Categories: 03128 – Cooling Towers, Forced Air, Gravity, etc.

91036 – Heating, Air Conditioning, and Ventilation Maintenance, Repair and Installation Services

Date Issued: July 7, 2023

Due Date & Time: **August 14, 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, July 17, 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: 2632 051 0419 | Meeting Password: COSA23

Join from the meeting link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=mbaa2a87cd28d7ebe8294e7b55b11a4d6>

Staff Contact Person: Stephanie Nouman, Procurement Specialist III, stephanie.nouman@sanantonio.gov

Evaluation Committee Voting Members:

Ron Griego, Facilities Administrator, Building and Equipment Services Department

Grace Diaz, Facilities Compliance Manager, Building and Equipment Services Department

Luis Rivas, Facilities Project Manager, Building and Equipment Services Department

Ryan Sauter, Special Projects Manager, Building and Equipment Services Department

Kyle Mikolajczyk, Building Maintenance Manager, Convention & Sports Facilities Department

Ovidio Leal, HVAC Superintendent, 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 RFP to the Staff Contact Person listed below until 4:00 p.m., Central Time, on Wednesday, July 19, 2023. 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, Finance Department, Procurement Division
stephanie.nouman@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

Finance Department, Procurement Division
PO Box 839966 ♦ San Antonio, TX 78283-3966 ♦ Tel: 210-207-5734

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.