



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposal (RFCSP) – Annual Contract for Automated Doors & Automatic Gates Preventative Maintenance & Repairs**

Solicitation Number: RFCSP 23-058; RFx 6100017209

Description: The City of San Antonio is soliciting an RFCSP for a qualified Contractor(s) to perform scheduled preventative maintenance (PM) and repair services on automated doors, door operators, and supporting components (Category 1), and automatic gates, gate operators, and supporting components (Category 2) at various locations throughout the City of San Antonio. These services are required to preserve the safety, reliability, and functionality of the automatic gates, automated doors, gate operators, door operators and supporting components for automatic gates and automated doors at various City Facilities throughout San Antonio. Scheduled preventive maintenance services are required to ensure the automated doors and automatic gates systems function at optimum capacity consistently, achieving reliable and safe access to the vehicles and pedestrians at the designated locations.

Applicable Product Categories: 15023 – Doors & parts, automatic, drive-through type
93623 – Door automatic operator installation, maintenance & repair
93637 – Gates, electric maintenance & repair

Date Issued: July 10, 2023

Due Date & Time: **September 22, 2023, 2:00 p.m. Central Time**

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on Monday, July 24, 2022. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. The conference will be held in-person and via Microsoft Teams. Jobsite visits will commence after the Pre-Submittal Conference. Please contact Heidi Heredia at Heidi.heredia@sanantonio.gov to confirm your site visit and location(s) no later than July 21, 2023, by 2:00 pm.

The in-person conference will be at:

City Tower
Medium Conference Room 00.E635
100 W. Houston St.
San Antonio, TX 78205

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Microsoft Teams (Audio Only)

Dial-In Number: 469-378-0661
Access Code: 6760733 577#

Video Conferencing Device:

Sanantonio@m.webex.com
Video Conference ID: III 528 998 1

Staff Contact Person: Stephanie Nouman, Procurement Specialist III, stephanie.nouman@sanantonio.gov
Heidi Heredia, Procurement Specialist II, heidi.heredia@sanantonio.gov

Evaluation Committee Voting Members:

Alexander Martinez, Deputy Director, Building & Equipment Services Department
Ron Griego, Facilities Administrator, Building & Equipment Services Department
Grace Diaz, Facilities Compliance Manager, Building & Equipment Services Department
Charles Guerra, Facilities Manager, Parks & Recreation Department
Joey Blackman, Facilities Manager, San Antonio Police Department
Rose Navarro, Facilities Manager, San Antonio Public Library
Eric Teague, Special Projects Manager, Department of Human Services

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City

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

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 Friday, July 28, 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.

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.