



## ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Competitive Sealed Proposals – Annual Contract for Emergency Residential Moving Services- San Antonio Metropolitan Health District (SAMHD)

**Solicitation Number:** RFCSP 23-014; RFx 6100015552

**Description:** The City of San Antonio seeks proposals from qualified vendors interested in providing the San Antonio Metropolitan Health District (Metro Health) with coordination and performance of all activities required to move, relocate, set up furniture and other miscellaneous supplies as required for victims of Domestic Violence under the Violence Prevention Program. Moving projects will consist of, but not be limited to, all labor, materials, supplies, 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.

The Domestic Violence Program within Metro Health serves domestic violence victims and families in crisis. Often, Metro Health victim advocates and case managers need to relocate families to safer locations. The relocations are time sensitive as victims often have a limited time window for when they can move their belongings. Moving services are a critical component of Metro Health our public health approach to domestic violence. Metro Health seeks a vendor that can provide emergency residential relocation in a swift manner in support of victims and families in need.

**Applicable Product Categories:**

96256 – Moving and Relocation Services

**Date Issued:** July 31, 2023

**Due Date & Time:** September 8, 2023, at 2:00 p.m. Central Time

**Pre-Submittal Conference:** The conference will be held via WebEx, **August 9, 2023 at 9:00 A.M. CST.** Attendance is optional, but highly encouraged. Respondents may call:

**Toll Free Number:** 1-415-655-0001

**Meeting number (access code):** 2632 340 7775

**Meeting password:** COSA

**Join from the meeting link:** <https://sanantonio.webex.com/sanantonio/j.php?MTID=m7d321f9f4057503b9997286fd7c33d47>

**Staff Contact Person:** Veronica Velez, Procurement Specialist III, [veronica.velez@sanantonio.gov](mailto:veronica.velez@sanantonio.gov)

**Evaluation Committee Voting Members:**

Erica Lee, DV Health Program Manager; San Antonio Metropolitan Health District  
Karla Kilmer, DV Victim Advocate Supervisor, San Antonio Metropolitan Health District  
Erica Haller-Stevenson, VP Public Health Administrator, San Antonio Metropolitan Health District  
Carol Schliesinger, VP Health Program Manager, San Antonio Metropolitan Health District  
Louie Olivan, Senior Management Coordinator, San Antonio Metropolitan Health District

**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 RFP or proposal from the time the RFP 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 RFP 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 **10:00 a.m., Central Time, on August 15, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

**Veronica Velez, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[veronica.velez@sanantonio.gov](mailto:veronica.velez@sanantonio.gov)

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

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

**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 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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.