



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: REQUEST FOR COMPETITIVE SEALED PROPOSAL (“RFCSP”) Annual Contract for Armored Car Services

Solicitation Number: RFP 23-065; 6100017298

Description: The City of San Antonio is soliciting bids from qualified contractors to provide armored car services for the secure transportation of currency between various City locations and the City Depository, Frost Bank, located at 3838 Rogers Road, San Antonio, Texas 78251.

Applicable Product Categories:
99010 - Armored Car Services

Date Issued: September 20, 2023

Due Date & Time: October 27, 2023, 2:00 p.m. Central Time

Pre-Submittal Conference: The conference will be held September 26, 2023, at 9:00 A.M. via WebEx using the conference instructions listed below. Attendance is optional, but highly encouraged. Respondents may also call:

Dial-In Number: 1-415-655-0001

Access Code: 2632 598 3619

Meeting Password: COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m83816acea970d6357c3dac5d6ec45a3a>

Staff Contact Person: Debra Light, Procurement Specialist III, debra.light@sanantonio.gov

Evaluation Committee Voting Members:

Margaret U. Villegas, Assistant Director, Finance

Zabrina Garza, Financial Business & Policy Administrator, Finance

Cappi Arriola, Financial Business & Policy Administrator, Finance

Gabriella Rauschuber, Department Fiscal Administrator, Finance

Elisa Lyke, Department Fiscal Administrator, Finance

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 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 4:00 p.m., Central Time, on September 29, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Debra Light, Procurement Specialist III

City of San Antonio, Finance Department – Procurement Division

debra.light@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 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.