

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Enterprise Asset Management System (EAMS) / Computerized Maintenance Management System (CMMS) Solution**

Solicitation Number: RFCSP 24-022; RFx 6100016892

Description: The City of San Antonio Aviation Department is seeking a firm to provide, implement, and maintain a Web-Based Enterprise Asset Management System (EAMS) / Computerized Maintenance Management System (CMMS) including software licenses, implementation services, training, and ongoing technical support to manage assets and locations, service requests, work orders, preventative maintenance, equipment and tools, inventory, personnel and labor, service provider assets, revenue and chargebacks, reporting and dashboards, documentation and mobile applications.

Applicable Product Categories: 20969 – Project Management Software, Mainframes and Servers

Date Issued: October 30, 2023

Due Date & Time: January 8, 2024, 2:00 p.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 3:00 p.m., Central Time, on November 14, 2023, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

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

Dial-In Number: 1-415-655-0001 | **Access Code:** 2632 643 5788 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m06741b3b6f95e362ff01872c89d64f42>

Staff Contact Person: Marisol Amador, Procurement Specialist III, marisol.amador@sanantonio.gov

Evaluation Committee Voting Members:

Jeff Coyle, Assistant City Manager, City Manager's Office

Ryan Rocha, Chief of Operations/Assistant Director, Aviation Department

Kenneth Whittaker, Operations Administrator, Aviation Department

Scott Brown, Facilities and Fleet Manager, Aviation Department

William Fahey, Deputy Chief Information Officer, Bexar County

Olga Bennett, Senior Information Technology Manager, Information Technology Services Department



Pursuant to Section 003 – Instructions for Respondents, 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 p.m., Central Time, on December 4, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

Marisol Amador, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Marisol.amador@sanantonio.gov

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). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with “SAePS Portal” on the subject line so this can be expedited.

