

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Annual Contract for Supplemental Busing for MRC and ATC**

Solicitation Number: RFP 24-009; RFx 6100017444

Description: The City of San Antonio is soliciting proposals for respondent(s) to provide bus shuttling services for the Department of Human Services. Services will be scheduled for seven (7) days a week, 24 hours a day, and is primarily for the purposes of shuttling passengers from the City's Migrant Resource Centers to various locations within the City including the Airport Transfer Center, Airport Terminal, Bus Stations and various locations in Texas including Austin, Dallas and Houston.

Applicable Product Categories: 96217 – Bus and Tax Services

Date Issued: November 6, 2023

Due Date & Time: January 17, 2024, 2:00 p.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on November 15, 2023, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2630 400 1334 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m4332025909f9c2e5ab81e5f8e7a357ab>

Staff Contact Person: Jinwan Kim, Procurement Specialist III, jinwan.kim@sanantonio.gov

Evaluation Committee Voting Members:

Marc Wonder, Special Projects Manager, Department of Human Services

Jessica Dovalina, Assistant Director, Department of Human Services

Victoria Echeverri, Senior Management Coordinator, Fire Department

Michelle Cammack, Chief Administrative Officer, Catholic Charities, Archdiocese of San Antonio, Inc.

Omar Davila, Program Director, Catholic Charities, Archdiocese of San Antonio, Inc.

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 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 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 December 6, 2023.**

Questions received after the stated deadline will not be answered. All questions shall be sent by e-



mail.

Jinwan Kim, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Jinwan.Kim@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). 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.

