

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for On-Call HVAC Services-Citywide**

Solicitation Number: RFCSP 24-028; RFx 6100017563

Description: The City of San Antonio seeks proposals from qualified HVAC contractors interested in providing “on-call” commercial heating ventilation and air conditioning (HVAC) maintenance and repairs through an on call contracting services (OCCS) contract. Service shall be for HVAC maintenance and repairs for City facilities throughout the City of San Antonio. Trade services within new building construction, remodeling or alterations of an existing building will not be included.

Applicable Product Categories: 91036 HVAC Maintenance

Date Issued: January 12, 2024

Due Date & Time: February 28, 2024, 11:00 a.m., Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on January 23, 2024, 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:** 2630 640 4805 | **Meeting Password:** COSA2024

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m907de42446d72149a5696068a18b4792>

Staff Contact Person: Adrianna Broniszewski, Procurement Specialist III

Email: Adrianna.Broniszewski@SanAntonio.gov

Evaluation Committee Voting Members:

John Peterek, Interim Assistant City Manager

Alex Martinez, Deputy Director, BESD

Ron Griego, Facilities Administrator, BESD

Grace Diaz, Compliance Manager, BESD

Kyle Mikolajczyk, Building Maintenance Manager, CSF

Francisco Moreno, Building Maintenance Supervisor, Parks and Recreation

Rose Navarro, Facilities Manager, Library

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 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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on January 26, 2024**. 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`.

Adrianna Broniszewski, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Adrianna.Broniszewski@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.

