

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Catering Services for Senior Services**

Solicitation Number: RFCSP 24-061; RFx 6100017699

Description: The City of San Antonio (City) Department of Human Services, Senior Services Division (SSD) manages and operates 12 comprehensive and six (6) part-time senior center sites throughout the city. These centers serve individuals 60 years and older and provide a safe place where older adults can lead healthy, active and engaged lives. The senior center is an important part of the long-term continuum of care. Services offered through senior centers are important to the physical and social well-being of older adults. Senior centers provide a variety of activities and learning programs across sites. The centers offer a variety of recreational activities such as field trips, birthday and holiday celebrations and dances. The programs and other activities at the senior center offer opportunities for social interaction and engagement.

The City is seeking proposals from respondents qualified in providing catering services to 12 comprehensive and six (6) part-time senior center sites throughout the city as well as support any catering needs for SSD administration. The catering services shall provide a wide range of food offerings from different cuisines, snack items, beverages, fresh produce, desserts and be able to provide services for morning, afternoon or evening events. Programming hours are from 7:00 a.m. to 8:00 p.m.

Applicable Product Categories: 38547 – Entrees, Specialty  
37530 – Cakes, Cookies, and Pastries  
39310 – Chips, All types  
39335 – Cereal Ready-to-Eat  
39343 – Cracker/Cookie Pkg  
39354 – Fruit Can/Proc/Prese  
39386 – Vegetable, Canned

**Date Issued: February 14, 2024**

**Due Date & Time: April 2, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at **10:00 a.m., Central Time, on February 22, 2024**, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2631 243 8202 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mf262af03bb07c5067e0dbeeef70a7d8f>

Staff Contact Person: Jinwan Kim, Procurement Specialist III, [jinwan.kim@sanantonio.gov](mailto:jinwan.kim@sanantonio.gov)



**Evaluation Committee Voting Members:**

Pamela Rodriguez, Special Projects Manager, Department of Human Services  
Yolanda Perez, Human Services Administrator, Department of Human Services  
Victor Obevoen, Social Services Manager, Department of Human Services  
Angelita Ruiz, Recreation Supervisor, Parks and Recreation Department  
Arisa Larios, Special Projects Manager, World Heritage Office

**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 RFCSP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on March 4, 2024.**

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

