

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Preventative Maintenance & Repairs of HVAC Systems – SAFD**

Solicitation Number: RFCSP 24-029; RFx 6100017814

Description: The City of San Antonio (City) is soliciting proposals from qualified contractors to perform scheduled preventive maintenance and repair services of heating, ventilation and air conditioning (HVAC) systems and equipment. Service is to be completed at various City owned and leased facilities in accordance with the specifications listed herein. These services are specifically required by the San Antonio Fire Department (SAFD) and its leased facilities. The scheduled preventive maintenance and corrective repair services are required to maintain peak operational efficiencies while extending the life cycle of the equipment. Scheduled preventive maintenance services shall be provided on a monthly and quarterly basis. The HVAC system and supporting equipment shall be referred to jointly herein as “equipment”.

Applicable Product Categories: 91450 – Heating, Ventilating and Air Conditioning (HVAC)

Date Issued: February 19, 2024

Due Date & Time: April 12, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on February 28, 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:** 2632 167 2607 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mfad0331392d2f8044ab1f64f21514168>

Additionally, a site visit will be held on March 7, 2024, at the following locations:

Location	Time
1. Fire Station # 24: 2265 Austin Hwy San Antonio, TX 78218	1:15 p.m. – 1:45 p.m.
2. Fire Station # 6: 503 W. Russell San Antonio, TX 78212	2:15 p.m. – 2:45 p.m.
3. Fire Station # 1: 515 N. Cherry Street San Antonio, TX 78202	3:15 p.m. – 3:45 p.m.



Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the site visit.

- a. Respondents interested in attending the site visit must RSVP by March 6, 2024, at 4:00 PM CT via email to Stephen Muñoz, Procurement Specialist III, at stephen.muniz@sanantonio.gov.
- b. All attendees must check-in with City's procurement staff member present to sign-in.
- c. Site visit will be limited to two (2) people per potential known Respondent.

Staff Contact Person: STEPHEN MUÑOZ, PROCUREMENT SPECIALIST III

Email: STEPHEN.MUNIZ@SANANTONIO.GOV

Evaluation Committee Voting Members:

Noel Morones, Chief of Services, San Antonio Fire Department

Taylor King, Facilities Captain, San Antonio Fire Department

Rod Rodriguez, Building Maintenance Manager, San Antonio Fire Department

Gunnar Lewis, Special Projects Manager, San Antonio Fire Department

Mark Beavers, Project Manager, San Antonio Fire Department

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 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 11, 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.

Stephen Muñoz, Procurement Specialist III

City of San Antonio, Finance Department – Procurement Division

stephen.muniz@sanantonio.gov

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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.