

## ADVERTISEMENT INFORMATION ONLY

### Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Supplemental Busing for San Antonio International Airport**

Solicitation Number: RFCSP 24-062; RFx 6100017848

Description: The City of San Antonio (City) seeks an experienced passenger transportation provider to operate a high-quality supplemental bus service (Supplemental Services) for the San Antonio International Airport (SAT). Service will be scheduled on an intermittent basis and is primarily for the purposes of adding additional shifts during peak demand periods and to cover leave for city employees. The selected Respondent shall provide Supplemental Services, when requested, to shuttle public and/or employee parking patrons between the airport terminals and the Economy parking lot(s), referred to as the Green and Red Parking Lots. Supplemental Services also includes shuttle service to any other location on airport property that is used for parking either permanently or temporarily (collectively referred to as “Outlying Lots”) at SAT. Additionally, the City may request busing services for special events which may occur on airport property but are not more than a 30-mile radius outside of airport property.

Applicable Product Categories: 96217 Bus and Taxi Services, Limousines and Vans

**Date Issued: February 28, 2024**

**Due Date & Time: April 15, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at **10:00 a.m., Central Time, on March 12, 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:** 1-469-210-7159 | **Access Code:** 2633 601 1653 | **Meeting Password:** COSA2024

#### **Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m571bb18f5125001a0f3f6bd42e2cc086>

Staff Contact Person: Yvonne Rodriguez, Procurement Specialist III,  
[yvonne.rodriguez@sanantonio.gov](mailto:yvonne.rodriguez@sanantonio.gov)

#### **Evaluation Committee Voting Members:**

Jeff Coyle, Assistant City Manager, City Manager’s Office  
Jesus Saenz, Director of Airports, Aviation Department  
Ryan Rocha, Chief of Operations, Aviation Department  
Tamera Irwin, Airport Parking Manager, Public Works Department  
Carol Simington, Parking Superintendent, Aviation Department  
Michael Garnier, Chief of Finance and Administration, Aviation Department  
Marco Barros, President / CEO, San Antonio Area Tourism Council



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 15, 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.

**Yvonne Rodriguez, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Yvonne.rodriquez@sanantonio.gov](mailto:Yvonne.rodriquez@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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

