

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Purchase, Inspection & Maintenance of Fire Extinguishers**

Solicitation Number: RFCSP 24-083; RFx 6100017850

Description: The City of San Antonio is seeking a Contractor to provide maintenance, repairs and inspection services of portable fire extinguishers that includes the purchase of new fire extinguishers; furnishing the necessary labor, materials, service equipment, tools, transportation, and methods of communication; supervision of staff; providing service reports; stocking required supplies; and maintaining accurate records. The maintenance and inspection services required consist of, but are not limited to: Scheduled Maintenance, Testing, and Other Services for portable fire extinguishers located throughout the City of San Antonio. This contract will be utilized by various City departments.

Applicable Product Categories: 93634 – Fire Extinguisher Maintenance, Including Recharging and Repair

Date Issued: April 17, 2024

Due Date & Time: May 22, 2024 , 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on April 29, 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:** 2631 362 3726 | **Meeting Password:** COSA24

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m9a0ad5912746f23ad07b49b7f1c46a5c>

Staff Contact Person: Stephanie Nouman, Procurement Specialist III,
Stephanie.Nouman@sanantonio.gov

Evaluation Committee Voting Members:

Ron Griego, Facilities Administrator, Building and Equipment Services

Grace Diaz, Compliance Manager, Building and Equipment Services

Rose Navarro, Facilities Manager, San Antonio Public Library

Gunnar Lewis, Special Projects Manager, San Antonio Fire Department

Robert Lassere, Facilities Coordinator, Department of Human Services

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 RFP to the Staff Contact Person listed below until **11:00 a.m., Central Time, on May 2, 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.

Stephanie Nouman, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Stephanie.Nouman@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.

