

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Security Services for San Antonio International Airport**

Solicitation Number: RFCSP 24-095 RFx 6100017916

Description: The City of San Antonio, Aviation Department (“City”) seeks proposals from qualified Respondents interested in providing security services to include training, managing, scheduling, and supervising staff to monitor various access points to the San Antonio International Airport (SAT); conduct inspections; and coordinate entry with Aviation and other agencies.

Applicable Product Categories: 90568 – Security Screening Services, Personnel

Date Issued: May 10, 2024

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

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on May 22, 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:** 2633 092 8584 | **Meeting Password:** COSA24

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m2cd82cdaf6a44a4f38cb469853928822>

An in-person site visit will be held at **10:00 a.m. Central Time, on June 21, 2024**. Please refer to Exhibit V – Site Visit for more information.

Badge & ID Building
9623 W. Terminal Drive
San Antonio, TX 78216

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

- a. Respondents interested in attending the site visit must RSVP via email by June 20, 2024, at 4:00 to Stephanie.Nouman@sanantonio.gov.
- b. All attendees at the site visit must check-in with City’s procurement staff member present to sign-in.

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

Evaluation Committee Voting Members:

Jeff Coyle, Assistant City Manager, City Manager’s Office
Ryan Rocha, Assistant Director - Operations, Aviation Department
Stephen Newman, Security Manager, Aviation Department



Lt. David Acosta, Lieutenant Operations, Aviation Department/Airport Police
Monica McKnight, AICC Manager, Aviation Department
Crystal Sanchez, Senior Management Coordinator, Aviation Department
Derek Rabey, Security Manager, Information Technology Services 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 RFP to the Staff Contact Person listed below until **11:00 a.m., Central Time, on May 28, 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.

