

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Armored Car Services**

Solicitation Number: **RFCSPP 24-117; RFX 6100018090**

Description: The City of San Antonio (City) is soliciting for proposals from qualified contractors to provide armored car services for the secure transportation of currency between various City locations and the City Depository, Frost Bank, located at 3838 Rogers Road, San Antonio, Texas 78251.

Applicable Product Categories: **99010 – Armored Car Services**

Date Issued: May 28, 2024

Due Date & Time: July 19, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 2:30 p.m., Central Time, on June 3, 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:** 2630 785 6439 | **Meeting Password:** mMmiDXJj233

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m0d883a0b64dee8e143321187ad436df8>

Staff Contact Person: Debra Light, Procurement Specialist III, debra.light@sanantonio.gov

Evaluation Committee Voting Members:

Margaret U. Villegas, Assistant Director, Finance Department
Zabrina Garza, Financial Business & Policy Administrator, Finance Department
Gabiella Rauschuber, Department Fiscal Administrator, Finance Department
Tanika Glover, Revenue Collections Manager, Finance Department
Justin Pelayo, Fiscal Manager, Health 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 **2:00 p.m., Central Time, on June 6, 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.

Debra Light, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Debra.light@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.

