

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Martin Luther King (MLK) Main Stage**

Solicitation Number: RFCSP 24-131; RFx 6100018216

Description: The City of San Antonio is soliciting responses for a contractor to provide main stage rental, associated staging equipment and production services inclusive of all material and labor to stage the annual MLK March and other MLK events. Production services include stage, audio, video/production, temporary electrical power sources, barricades and vendor booths and services for the wreath-laying ceremony. Categories may be awarded individually or all as one dependent upon the City's needs.

Applicable Product Categories:

- 98174 – Theatrical Equipment and Supplies, Including Custom Rental or Lease
- 91509 – Audio and Video Production Services
- 91082 – Wiring and Other Electrical Maintenance and Repair Services
- 97105 – Booth, Convention and Exhibit, Rental or Lease

**Date Issued: August 2, 2024**

**Due Date & Time: September 19, 2024, at 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:30 a.m., Central Time, on August 14, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Site Visits will be held on August 21, 2024 per Exhibit 3 – Site Visit Schedule.

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:** 2634 704 7962 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ma0f5c064e51e2a429feee05fb57b521a>

Staff Contact Person: Angela Alonso-Smith, Procurement Specialist III, [Angela.Alonso-Smith@sanantonio.gov](mailto:Angela.Alonso-Smith@sanantonio.gov)

**Evaluation Committee Voting Members:**

Dwayne Robinson, MLK Commission Chair

John Peterek, Interim Assistant City Manager, City Manager Office

Frankie Trynoski, Chief of Staff, District 2

Joe Frank Picazo, Interim Assistant to the City Manager, City Manager Office

Charles Johnson, MLK Finance Chair

Jennifer Mata, Director of Diversity, Equity and Inclusion

**Pursuant to Section 003 – 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 August 23, 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.

**Angela Alonso-Smith, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**

[Angela.Alonso-Smith@sanantonio.gov](mailto:Angela.Alonso-Smith@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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

