

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Emergency Catering Services**

Solicitation Number: RFCSP 24-163; RFx 6100018408

Description: The City of San Antonio's Fire Department, Emergency Operations Management Division ("City"), is soliciting proposals from a qualified contractor(s) for catering services capable of providing nutritious meals to City of San Antonio employees and emergency workers after an emergency, a disaster or in support of an activation of the City's Emergency Operations Center (EOC), including other non-specified support sites. Although the primary intent of this solicitation is for catering services after a hurricane, catering services may be required during other disasters such as brush fires, flooding, tornadoes or other long term emergency events.

To be considered qualified for this contract; Respondents are preferred to have a minimum of three (3) years of experience in catering services. Once proposals submitted for this contract have been reviewed and evaluated, the highest ranked firm will be recommended to City Council for contract award. The awarding ordinance will also contain the estimated funds to be expended over the term of the contract "Authorized Expenditure". The City will not guarantee that the Authorized Expenditure will be spent under the contract.

Applicable Product Categories: 96115 – Concessions, Catering, Vending: Mobile and Stationary

**Date Issued: August 26, 2024**

**Due Date & Time: September 17, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at **10:00 a.m., Central Time, on August 30, 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 582 6553 | **Meeting Password:** COSA24

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m668c209a551b0ae227478512af0e5f07>

Staff Contact Person: Victor R. Costilla, Procurement Specialist III, [victor.costilla@sanantonio.gov](mailto:victor.costilla@sanantonio.gov)

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

Stephen Ruston, Division Chief, San Antonio Fire Department  
Diana Lopez, Fiscal Manager, San Antonio Office of Emergency Management  
Brenda Burton, Assistant Manager, San Antonio Parks and Recreation Department  
Ashley Carter, Senior Management Coordinator, San Antonio Fire Department  
Arali Bailie, Grants Manager, San Antonio Fire Department



Pursuant to Section 003 – Restrictions 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 September 4, 2024.**

Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Victor R. Costilla, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Victor.costilla@sanantonio.gov](mailto:Victor.costilla@sanantonio.gov)

Questions submitted and the City’s responses will be posted with this solicitation.

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

**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.

