

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – On-Call Electrical Services for San Antonio Airport System**

Solicitation Number: RFCSP 25-019; RFX 6100018600

Description: The City of San Antonio, Aviation Department, ("Aviation") seeks proposals from licensed and bonded electrical Contractors interested in providing "on-call" commercial electrical repairs and services through an on-call contracting services (OCCS) contract. Trade services shall be for repairs at the San Antonio Airport System (SAAS) which is comprised of San Antonio International Airport and Stinson Municipal Airport.

Applicable Product Categories: 91082 – Wiring and Other Electrical Maintenance and Repair Services

**Date Issued: November 15, 2024**

**Due Date & Time: January 10, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 3:00 p.m., Central Time, on November 26, 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:** 1-312-667-7136 | **Phone Conf ID:** 573 988 065# | **Meeting Password:** cosa24

**Join from the meeting link:** [https://teams.microsoft.com/join/19%3ameeting\\_ZmM5ZjMwNjctYmFkZC00Y2E3LTg4NWQtZTA1NzdiYjE0ZTU4%40thread.v2/0?context=%7b%22Tid%22%3a%221ab0214f-ac4a-4407-a7c6-2ef1eb76dac5%22%2c%22Oid%22%3a%222737071d-6a5c-4ece-a302-9412c75aca7a%22%7d](https://teams.microsoft.com/join/19%3ameeting_ZmM5ZjMwNjctYmFkZC00Y2E3LTg4NWQtZTA1NzdiYjE0ZTU4%40thread.v2/0?context=%7b%22Tid%22%3a%221ab0214f-ac4a-4407-a7c6-2ef1eb76dac5%22%2c%22Oid%22%3a%222737071d-6a5c-4ece-a302-9412c75aca7a%22%7d)

Staff Contact Person: Adrianna Broniszewski, Procurement Specialist III,  
[Adrianna.Broniszewski@sanantonio.gov](mailto:Adrianna.Broniszewski@sanantonio.gov)

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

**Jeff Coyle, Assistant City Manager, City Manager's Office**

**Ryan Rocha, Chief of Operations, Aviation Department**

**Scott Brown, Facilities Administrator, Aviation Department**

**Dan Delgado, Facilities Manager, Aviation Department**

**Tina Hammerstad, Project Manager, Aviation Department**

**Grace Diaz, Facilities Compliance Manager, Building and Equipment Services Department**

**Jose Torralva, Division Chief Facilities Management, Bexar County**



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 **4:00 p.m., Central Time, on December 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.

**Adrianna Broniszewski, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Adrianna.Broniszewski@sanantonio.gov](mailto:Adrianna.Broniszewski@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.

