

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Citywide Maintenance & Repair of Generators and Associated Equipment**

Solicitation Number: RFCSP 24-165; RFx 6100018510

Description: The City of San Antonio is soliciting proposals for a Contractor to provide all labor, equipment, and materials to perform recurring inspection, preventive maintenance, and remedial repairs of various sizes and types of Generators, Automatic Transfer Switches, Storm Water Backup Pump Systems, and additional supporting equipment at various locations throughout the City of San Antonio.

Applicable Product Categories: 93639 – Generators, Portable and Stationary, Including Parts and Accessories Maintenance and Repair  
28537 – Generators, Portable, Engine Driven, Including Fog and Mist Types  
28539 – Generators, Stationary Type, Not Automotive  
28567 – Power Systems Switchgears and Related Accessories

**Date Issued: November 19, 2024**

**Due Date & Time: January 13, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on December 4, 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:** 2867 669 3093 | **Meeting Password:** COSA24

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ma78bc53f35ea4c1bb303265ac3b7d5a6>

Staff Contact Person: Jose Narvaez, Procurement Specialist III, [Jose.Narvaez2@sanantonio.gov](mailto:Jose.Narvaez2@sanantonio.gov)

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

John Peterek, Interim Assistant City Manager, City Manager's Office  
Alex Martinez, Deputy Director, Building and Equipment Services Department  
Ron Griego, Facilities Administrator, Building and Equipment Services Department  
Grace Diaz-Adams, Compliance Manager, Building and Equipment Services Department  
Chris Reininger, Electrical Superintendent, Aviation Department  
Kyle Mikolajczyk, Building Maintenance Manager, Convention & Sports Facilities  
Rose Navarro, Facilities Project Manager, Center City Development & Operations



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 **11:00 a.m., Central Time, on December 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.

**Jose Narvaez, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Jose.Narvaez2@sanantonio.gov](mailto:Jose.Narvaez2@sanantonio.gov)

**To view this solicitation**, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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.

