

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for San Antonio Fire Department Preventative Maintenance & Repairs of HVAC Systems**

Solicitation Number: RFCSP 24-154; RFx 6100018354

Description: The City of San Antonio (City) is soliciting proposals from qualified contractors to perform scheduled preventive maintenance and repair services of heating, ventilation and air conditioning (HVAC) systems and equipment at various existing, other facilities at City's discretion, and leased City facilities in accordance with the specifications listed herein. These services are specifically required by the San Antonio Fire Department (SAFD). The scheduled preventive maintenance and corrective repair services are required to maintain peak operational efficiencies while extending the life cycle of the equipment. Scheduled preventive maintenance services shall be provided on a monthly and quarterly basis and invoiced quarterly. The HVAC system and supporting equipment shall be referred to jointly herein as "equipment". **These Specifications / Scope of Services do not include the total replacement of a system, an improvement, nor does it include work to install and test equipment in new construction.**

Applicable Product Categories:

91017 – Energy Computerized Control Systems (HVAC, Lighting, Utilities, etc.) Installation, Maintenance and Repair Services

91450 – Heating, Ventilating and Air Conditioning (HVAC)

94155 – HVAC Systems Maintenance and Repair, Power Plant

99247 – HVAC System Testing, Balancing and/or Troubleshooting Services

**Date Issued: December 11, 2024**

**Due Date & Time: January 28, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on January 6, 2025, 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 021 4279 | **Meeting Password:** SAFDHVAC2024

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m05c3ea3ead5224dd61c743b8ef34841c>

Additionally, site visits will be held **on January 7, 2025, at the following locations:**

Location	Time
1. Fire Station # 24: 2265 Austin Hwy San Antonio, TX 78218	10:00 a.m. – 10:45 a.m.



2. Fire Station # 6: 503 W. Russell San Antonio, TX 78212	11:15 a.m. – 12:00 p.m.
3. Fire Station # 1: 515 N. Cherry Street San Antonio, TX 78202	1:15 p.m. – 1:45 p.m.
4. Quartermaster Warehouse 602 Dunton St. San Antonio, TX 78226	2:15 p.m. – 2:45 p.m.
5. Logistics and Services 230 S. Callaghan San Antonio, TX 78227	3:15 p.m. – 3:45 p.m.

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the site visit.

- a. Respondents interested in attending the site visit must RSVP by January 3, 2025, at 3:00 PM CT via email to Steve Garcia, Procurement Specialist III, at [Steven.Garcia6@sanantonio.gov](mailto:Steven.Garcia6@sanantonio.gov).
- b. All attendees must check-in with City's procurement staff member present to sign-in.
- c. Site visit will be limited to two (2) people per potential known Respondent.

Staff Contact Person: Steve Garcia, Procurement Specialist III, 210-207-8646, [Steven.Garcia6@sanantonio.gov](mailto:Steven.Garcia6@sanantonio.gov)

**Evaluation Committee Voting Members:**

Maria Villagomez, Deputy City Manager, City of San Antonio City Manager's Office  
Noel Morones, Chief of Services and Logistics, San Antonio Fire Department  
Taylor King, Facilities Captain, San Antonio Fire Department  
Rose Navarro, Facilities Project Manager, City of San Antonio Center City Development Office  
Gunnar Lewis, Special Projects Manager, San Antonio Fire Department  
Mark Beavers, Project Manager, San Antonio Fire 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 **4:00 p.m., Central Time, on Thursday, January 10, 2025**. 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.

**Steve Garcia, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
**Steven.Garcia6@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.

