

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Kitchen Equipment Preventive Maintenance and Repairs**

Solicitation Number: RFCSP 24-180; RFx 6100018507

Description: The City of San Antonio (City) is soliciting bids to provide scheduled bi-annual preventive maintenance and as-needed repair services for the commercial kitchen equipment at the City's Department of Human Services (DHS) Senior Centers; ten comprehensive senior centers and five part-time nutrition sites. Each facility has a fully equipped kitchen, though no cooking occurs in the facilities. Operations are Monday through Thursday, from 7:00 AM to 8:00 PM, and Fridays until 4:00 PM. The kitchen equipment is of varying age and condition.

Applicable Product Categories: 93130 – Cafeteria and Kitchen Equipment, Commercial, Maintenance and Repair

Date Issued: February 14, 2025

Due Date & Time: April 4, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at **10:00 a.m., Central Time, on February 20, 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:** 2630 750 0559 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m16f7cd5b58b48c76f7d12e49ea7523b8>

Additionally, a site visit will be held at **3:00 p.m., Central Time, on February 20, 2025, at:**

Location	Time
Northeast Senior Center: 4135 Thousand Oaks San Antonio, TX 78217	3:00 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.

- Respondents interested in attending the site visit must RSVP by February 19, 2024, at 4:00 PM Central Time via email to Jinwan Kim, Procurement Specialist III, at jinwan.kim@sanantonio.gov.

- All attendees must check-in with City's procurement staff member present to sign-in.

Site visit will be limited to two (2) people per potential known Respondent



Staff Contact Person: Jinwan Kim, Procurement Specialist III, jinwan.kim@sanantonio.gov

Evaluation Committee Voting Members:

Victor Obevoen, Human Services Administrator, Department of Human Services
Debra Colorado, Social Services Manager, Department of Human Services
Ana Marie Villela, Senior Center Manager, Department of Human Services
Manuala Hernandez, San Antonio Citizen & Senior Center Member
Bertram Pickell, Joint Commission on Elderly Affairs

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 February 26, 2025.**

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

Jinwan Kim, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Jinwan.Kim@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 with “SAePS Portal” on the subject line so this can be expedited.

