

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Informal Request for Competitive Sealed Proposals – Annual Contract for the HVAC PM & Repairs

Solicitation Number: RFCSP 25-096, RFx 6100019075

Description: The City of San Antonio is soliciting proposals for a Contractor to provide preventive maintenance, inspection, and repair services for various types of heating, ventilation, and air conditioning (HVAC) systems, equipment and supporting components at various City owned and leased facilities in accordance with the specifications listed herein. Contractor is expected to furnish the necessary labor, materials, service equipment, tools, transportation, methods of communication, supervision, service reports, supplies, tec.

Applicable Product Categories:

91036 - Heating, Air Conditioning, and Ventilation Maintenance, Repair and Installation Services

55705 - Air Conditioning, Heating and Ventilation

91450 - Heating, Ventilating and Air Conditioning (HVAC)

92830 - Cooling, Heating, and Ventilating System, A/C System, Hoses, Water Pump, Radiator, Heater and Accessories, Ventilation, etc. and Maintenance and Repair

Date Issued: July 2, 2025

Due Date & Time: August 5, 2025 at 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:30 a.m., Central Time, on July 9, 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:** 2343 633 5029 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ma51978539471c927228c18d68012309e>

Additionally, a site visit will be held at **8:30 a.m. Central Time, on July 11, 2025:**



Location	Time
1. WIC Buena Vista Administration: 2322 Buena Vista 2322 Buena Vista San Antonio, TX 78207	8:30 a.m. – 9:00 a.m.
2. WIC Buena Vista Clinic: 2315 Buena Vista 2315 Buena Vista San Antonio, TX 78207	9:30 a.m. – 10:00 a.m.
3. WIC Pecan Valley Clinic: 802 Pecan Valley 802 Pecan Valley San Antonio, TX 78220	10:30 a.m. – 11:00 a.m.
4. Head Start: 1227 Brady Blvd. San Antonio, TX 78207	*New date: 7/22/2025 - 3:30 p.m. – 4:30 p.m.

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the in-person pre-bid conference and site visit.

- a. Respondents interested in attending the Pre-Bid Conference in-person and/or the site visit must RSVP by July 10, 2025, at 3:00 PM CT via email to David Morales, Procurement Specialist III, at DAVID.MORALES3@SANANTONIO.GOV.
- b. All attendees must check-in with City's procurement staff member present to sign-in.

Staff Contact Person: David A. Morales, Procurement Specialist III, David.morales3@sanantonio.gov

Evaluation Committee Voting Members:

Kelly Bocanegra, Program Manager, San Antonio Metropolitan Health District
Dawn Shonyo, Senior Management Analyst, San Antonio Metropolitan Health District
Maria Saldana, Assistant Social Services Manager, San Antonio Metropolitan Health District
Fransico Maldonado, Sr. Building Maintenance Supervisor, San Antonio Metropolitan Health District
Robert Lassere, Department Facilities Coordinator, Department of Human Services

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 or a City Manager Delegation approval review meeting; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council “A” session or a City Manager Delegation approval review meeting.

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 July 16, 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.



David A. Morales, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
David.morales3@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 with "SAePS Portal" on the subject line so this can be expedited.

