

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Maintenance & Repair: HVAC Systems for Data Centers/Telecom Spaces**

Solicitation Number: RFCSP 25-119; RFx 6100019201

Description: The City of San Antonio (“City” or “COSA”) seeks proposals from qualified contractors interested in providing all preventative and remedial maintenance, inspection, and repair of air conditioning systems dedicated to data centers and telecommunications spaces for COSA-managed IT facilities for the City’s Information Technology Services Department (“ITSD”).

Applicable Product Categories: 91036 – Heating, Air Conditioning, and Ventilation Maintenance, Repair, and Installation

Date Issued: August 1, 2025

Due Date & Time: September 2, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 11:00 a.m., Central Time, on August 8, 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:** 2340 338 7411 | **Meeting Password:** COSA25

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m41737be1f5dcfe0c5e60490f583bd8e9>

The following site visits will be held on **Monday, August 18, 2025**, at the respective times shown below:

Time	Location & Address
9:00 am – 10:00 am	ITSD – 515 S Frio St. San Antonio, TX 78207 (Units on the roof)
10:30 am – 11:30 am	ARSOC – 638 Davy Crockett Rd, Ste 100, San Antonio, TX 78226 (Units on the roof)
1:00 pm – 2:00 pm	EOC – 8130 Inner Circle, San Antonio, TX 78235
2:00 pm – 3:00 pm	PSAP – 8039 Challenger Dr., San Antonio, TX 78235

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

- Respondents interested in attending the site visit must RSVP by August 15, 2025, at 4:00 PM CT via email to Stephanie Nouman, Procurement Specialist III, at Stephanie.Nouman@sanantonio.gov.
- All attendees must check-in with City’s procurement staff member present to sign-in.

Staff Contact Person: Stephanie Nouman, Procurement Specialist III,
Stephanie.Nouman@sanantonio.gov



Evaluation Committee Voting Members:

John Rodriguez, Assistant IT Director, Information Technology Services Department
Ron Griego, Facilities Administrator, Building and Equipment Services Department
Donald Hubbs, Senior IT Manager, Information Technology Services Department
Carmen Cardenas, IT Facilities Manager, Information Technology Services Department
Jose Mora, IT Facilities Coordinator, Information Technology Services Department

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 August 13, 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.

Stephanie Nouman, Procurement Specialist III

City of San Antonio, Finance Department – Procurement Division

Stephanie.Nouman@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 with "SAePS Portal" on the subject line so this can be expedited.

