

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 25-109; RFx 6100019131

Description: The City of San Antonio is soliciting proposals for a Contractor to provide labor, equipment, and materials to perform inspection, preventive maintenance, and repairs of various sizes and types of Generators, Automatic Transfer Switches, Storm Water Backup Pump Systems. This contract will support generators in 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: August 29, 2025

Due Date & Time: October 15, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on September 15, 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:** 2338 612 8375 | **Meeting Password:** COSA25

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m7cbc5502e39234261030703f4332061f>

Staff Contact Person: Jose Narvaez, Procurement Specialist III, Jose.Narvaez2@sanantonio.gov

An In-person site visits will be held on **SEPTEMBER 15, and 16, 2025**, at the respective locations and times shown below:

September 15, 2025 10:00 a.m.	City Tower – 100 W Houston St., San Antonio, Texas 78205 (Meet at the Concourse Level at the Security Desk)
September 15, 2025 11:00 a.m.	Public Safety Headquarters (PSHQ) – 315 S Santa Rosa Ave., San Antonio, Texas 78207 (Meet at the Back of the Building off Urban Loop St)



September 15,2025 12:00 p.m.	Henry B. Gonzalez Convention Center – 900 E Market Street, San Antonio, Texas 78205 (Meet at the Loading Docks at the back of the building, turn on Montana and check in with the Guard)
September 15,2025 1:00 p.m.	Alamodome – 100 Montana Street, San Antonio, TX 78206 (Meet at Parking lot A off the 281N Access Rd.)
September 16,2025 9:00 a.m.	PSAP 911 Emergency Dispatch Center – 8039 Challenger Dr., San Antonio, Texas 78235 (Meet at the front of the building Main Entrance to Check in with Staff)
September 16,2025 10:00 a.m.	Emergency Operations Center – 8130 Inner Circle, San Antonio, Texas 78235 (Meet at the front of the building Main Entrance to Check in with Staff)
September 16,2025 11:00 a.m.	San Antonio International Airport – 9800 Airport Blvd., San Antonio, Texas 78216 (Meet at the back of the Airport at 10223 John Sanders Rd.)

Below are the instructions 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 visits must RSVP by SEPTEMBER 10 2025, at 4:00 PM CT via email to Jose Narvaez, Procurement Specialist III, at jose.narvaez2@sanantonio.gov
- b. All attendees must check-in with City's procurement staff member present to sign-in.
- c. If issues arise on day of Site Visit, please call 210-207-8631.

Evaluation Committee Voting Members:

John Peterek, Assistant City Manager, City Manager's Office
 Alex Martinez, Deputy Director, Building and Equipment Services Department
 Taylor King, Captain, San Antonio Fire Department
 Ron Griego, Facilities Administrator, Building and Equipment Services Department
 Kyle Mikolajczyk, Building Maintenance Manager, Convention & Sports Facilities
 Rose Navarro, Facilities Project Manager, Center City Development & Operations
 Sergio R. Talamantez, Electrical Supervisor, Aviation 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 September 18, 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.

Jose Narvaez, Procurement Specialist III

City of San Antonio, Finance Department – Procurement Division

Jose.Narvaez2@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.

