

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Fire Alarm System Inspection, Maintenance & Repair Services**

Solicitation Number: RFCSP 25-121; RFx 6100019195

Description: The City of San Antonio is soliciting bids for a contractor to furnish and provide all supervision, labor, transportation, tools, equipment, service reports, and supplies necessary to provide services related to fire alarm systems (Equipment). Services shall include but are not limited to scheduled maintenance, testing, inspections, and repair services (routine, urgent, and emergency call out); services shall be used by Building and Equipment Services Department (BESD), and the Parks & Recreation Department (PARKS).

Applicable Product Categories:

- 93609 – Fire Alarm Systems and Associated Equipment, - Inspections, Maintenance and Repairs.
- 34038 – Fire-Stop Equipment, Materials, Including Parts and Accessories.
- 96145 – Inspection & Certification Services
- 34016 – Fire Alarm Systems, Power Sirens, and Controls
- 34020 – Fire Detecting Equipment

**Date Issued: January 21, 2026**

**Due Date & Time: March 18, 2026, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on February 4, 2026, 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 491 7096 | **Meeting Password:** COSA2026

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mfe3fe01349811568a1eaf5947aaec1b4>

Additionally, a site visit will be held at **1:00 p.m. Central Time, on February 4, 2026**, and at **9:00 a.m. on February 5, 2026**, at the respective locations and times shown below:



February 4, 2026, 1:00 p.m.	<b>City Tower – 100 W Houston St., San Antonio, Texas 78205 (All vendors will meet at the Concourse Level at the information desk next to the escalators.)</b>
February 4, 2026, 2:00 p.m.	<b>Public Safety Headquarters (PSHQ) – 315 S Santa Rosa Ave., San Antonio, Texas 78207</b>
February 4, 2026, 3:00 p.m.	<b>Frank Wing Building Municipal Courts – 401 S Frio St., San Antonio, Texas 78207</b>
February 4, 2026, 4:00 p.m.	<b>SAPD Property &amp; Evidence Facility – 555 Academic Ct., San Antonio, Texas 78204</b>
February 5, 2026, 9:00 a.m.	<b>Southwest Service Center (Building 1 and 2) – 6927 W Commerce, San Antonio, Texas 78227(All vendors will meet outside the main entrance.)</b>
February 5, 2026, 10:30 a.m.	<b>Emergency Dispatch Center (PSAP) - 8039 Challenger Dr., San Antonio, Texas 78235</b>

For safety purposes, below are the instructions that shall be followed by all attendees during the site visit.

- a. Vendors interested in attending the site visits must RSVP by FEBRUARY 03, 2026, at 4:00 PM CT via email to Jorge D Figueroa, Procurement Specialist III, at [jorge.figueroa@sanantonio.gov](mailto:jorge.figueroa@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 210-207-1085

Staff Contact Person: Jorge D Figueroa, Procurement Specialist III, [jorge.figueroa@sanantonio.gov](mailto:jorge.figueroa@sanantonio.gov), 210-207-1085

**Evaluation Committee Voting Members:**

Alexander Martinez, Deputy Director, Building Equipment Services Department (BESD)  
Ron Griego, Facilities Administrator, Building Equipment Services Department (BESD)  
Grace Diaz-Adams, Compliance Manager, Building Equipment Services Department (BESD)  
Taylor King, Facilities Captain, San Antonio Fire Department  
Francisco Moreno, Building Maintenance Supervisor – Parks Department

**The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.**



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 09, 2026**. 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.

**Jorge D Figueroa, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Jorge.figueroa@sanantonio.gov](mailto:Jorge.figueroa@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.

