ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Citywide On-Call HVAC Services**

Solicitation Number: RFCSP 25-110; RFx 6100019221

Description: The City of San Antonio Parks and Recreation Department is issuing a Request for Competitive Sealed Proposals (RFCSP) seeking proposals from qualified contractors to provide "on-call" commercial heating ventilation and air conditioning (HVAC) maintenance and repairs through an on-call contracting services (OCCS) contract. Service shall be for HVAC maintenance and repairs for City facilities throughout the City of San Antonio.

Applicable Product Categories: 91036 HVAC Maintenance

Date Issued: May 27, 2026
Due Date & Time: July 20, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 1:00 p.m., Central Time, on June 2, 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:** 2349 777 3087|**Meeting Password:**9zVc9J3m2A5

Join from the meeting link:

https://sanantonio.webex.com/sanantonio/j.php?MTID=md3e1f65b427f43ad248dc2b29c581a5b

Evaluation Committee Voting Members:
David W. McCary, Assistant City Manager, City Manager's Office
Melinda Cerda, Assistant Parks & Recreation Director - Parks & Recreation Department
Ron Griego, Facilities Administrator, Building and Equipment Services Department
Roman Puentes, Facilities Project Manager, San Antonio Fire Department
Francisco Moreno, Building Maintenance Supervisor, Parks & Recreation Department
Kyle Mikolajczk, Project Control Manager, Convention and Sports Facilities Department
Rose Navarro, Facilities Project Manager, Center City Development & Operations 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 June 5, 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.

Gene Gentry, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gene.Gentry@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.