ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Overhead Garage Doors Preventative Maintenance & Repairs**

Solicitation Number: RFCSP 26-084; RFx 6100019686

Description: The City of San Antonio is solicitating proposals for overhead door preventive maintenance and repair services. This contract will provide for the furnishing of repair parts and the performance of scheduled preventive maintenance services necessary to maintain and/or repair existing overhead doors located at various City of San Antonio facilities. It is the intent of this contract's preventive maintenance services to provide optimum efficiency and functionality of each overhead door system, to minimize breakdowns or failures of the equipment between the scheduled PM services.

Applicable Product Categories:
91055 Overhead Door Installation, Maintenance, and Repair Services
45026 Door Closers, Escutcheons, Wyes, Hangers, Holders, Overhead and Sliding Door Hardware, Panic Hardware, Thresholds, etc.

Date Issued: September 18, 2026
Due Date & Time: November 4, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on September 25, 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 in the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2344 000 9872 | **Meeting Password:** wMNupCja995

Join from the meeting link:

https://sanantonio.webex.com/sanantonio/j.php?MTID=m40962fdd7a02af53d23b5ad64c7f79a0

Site Visits: Additionally, site visits will be held, beginning at **9:00 a.m. Central Time, on September 28, 2026**:

1st Site:
Henry B Gonzalez Convention Center
Maintenance Offices
237 Tower of the Americas Way
San Antonio, TX 78205

Below are the measures that shall be followed by all Respondents:

a. Respondents interested in attending the Pre-Submittal Conference site visits must RSVP by September 25, 2026, no later than 2:00 PM CT via email to Gene Gentry, Procurement Specialist III, at Gene.Gentry@sanantonio.gov.
b. All attendees must check-in with City's procurement staff members present to sign-in.

Staff Contact Person: GENE GENTRY, PROCUREMENT SPECIALIST III, 210-207-6247
GENE.GENTRY@SANANTONIO.GOV

Evaluation Committee Voting Members:
Ron Griego, Facilities Administrator, Building & Equipment Services Department
Grace Diaz-Adams, Compliance Manager, Building & Equipment Services Department
Robert Lassere, Building Maintenance Specialist, Department of Human Services
Rose Navarro, Facilities Project Manager, Center City Development & Operations
Kyle Mikolajczyk, Project Control Manager, Convention Sports & Entertainment Facilities

Pursuant to Section 003 – 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 30, 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.