



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Web Based Uniform Purchase Program

Solicitation Number: RFP 21-069; RFx 6100013923

Description: The City of San Antonio, (“City”) seeks proposals from qualified Respondents interested in providing a web-based uniform purchase program for the San Antonio Fire Department. The City requires a program by which a contractor, experienced in the supply of uniforms, will operate a web-based uniform purchase program.

Applicable Product Categories: 20085- Uniforms, Blended Fabric

Date Issued: April 28, 2021

Due Date & Time: June 21, 2021, 11:00 a.m. Central Time

Pre-Submittal Conference: The conference will be held via WebEX call at 10:00 a.m., Central Time, on Tuesday, May 11, 2021. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 133 348 1990

Meeting password: ttCBCM4V592

Staff Contact Person: Stephanie Criollo, Procurement Specialist III, stephanie.criollo@sanantonio.gov

Evaluation Committee Voting Members:

Charles N. Hood, Fire Chief, San Antonio Fire Department

Christopher Monestier, Deputy Fire Chief, San Antonio Fire Department

Juan Ayala, Director, Military and Veteran Affairs

Melissa Ramirez, Assistant Director, Development Services

Joseph Arrington, Commissary Chair, San Antonio Fire 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 RFP or proposal from the time the RFP 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 RFP 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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on Friday, May 21, 2021**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Stephanie Criollo, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

stephanie.criollo@sanantonio.gov

Questions submitted and the City’s responses will be posted with this solicitation.

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

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).

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline

at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.