



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Business Center for the Henry B. Gonzalez Convention Center

Solicitation Number: RFP 22-064; RFx 6100015174

Description: The City of San Antonio Convention and Sports Facilities Department ("City" or "CSF") seeks proposals from qualified Respondents to provide a full-service business center located in the Henry B. Gonzalez Convention Center ("Convention Center" or "Facility") property to serve and provide a full range of exclusive and non-exclusive products and services to serve the needs of clients, exhibitors, patrons, and staff. The goal is to provide exceptional services to clients and visitors of the Convention Center. The services include packing and shipping services, document services, typing/word processing services, mailbox rental, computer services, passport and photo ID services, notary services, fax services, and a variety of office and mailing supplies, as well as sundries, to clients and visitors of the Convention Center including the Lila Cockrell Theatre.

Applicable Product Categories: 91558 – Mailing Services: Addressing, Collating, Packaging, Sorting and Delivery

Date Issued: April 21, 2022

Due Date & Time: June 20, 2022, 11:00 a.m. Central Time

A Pre-Submittal Conference and site visit will be held at **9:30 a.m., Central Time, on May 3, 2022**. Attendance at the Pre-Submittal Conference and site visit is optional, but highly encouraged. The conference will be held in-person and via WebEx. The conference and site visit will be at:

Henry B. Gonzalez Convention Center
Administrative Conference Room #1 (1.5 Floor)
900 E. Market
San Antonio, TX 78205

Respondents may call the toll-free number listed below and enter the access code to participate the day of the conference.

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2478 235 9558

Meeting password: CoSA2022

Attendance is highly encouraged.

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the in-person pre-submittal conference and site visit.

- a. Respondents interested in attending the Pre-Submittal Conference in-person and/or the site visit must RSVP by Wednesday, April 29th, 2022, at 3:00 PM CT via email to Gregory Desir, Procurement Specialist III, at gregory.desir@sanantonio.gov.
- b. Entrance and parking instructions to Henry B. Gonzalez Convention Center, 1.5 floor Conference Room can be found as an attachment in the <https://www.sanantonio.gov/purchasing/biddingcontract/opportunities>.
- c. All attendees must check-in with City's procurement staff member present to sign-in.
- d. Attendees understand attendance at these in person meetings is voluntary and assume all risk.
- e. For safety measures COVID guidelines can be found on our City website at <https://www.sanantonio.gov/purchasing/biddingcontract/opportunities>.

Staff Contact Person: Gregory Desir, Procurement Specialist III
gregory.desir@sanantonio.gov

Evaluation Committee Voting Members:

Alejandra Lopez, Assistant City Manager, City Manager Office
Patricia Muzquiz Cantor, Executive Director, Convention and Sports Facilities Department
Steven DeFelice, Sales and Marketing Administrator, Convention and Sports Facilities Department
Barry David, Event and Guest Services Manager, Convention and Sports Facilities Department
Guillermo Castoreno, Print and Mail Operations Management, Finance Department
Michelle Moon, Senior Director of Destination Experience, Visit San Antonio

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 Monday, May 09, 2022**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Gregory Desir, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
gregory.desir@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.