



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Recycling of Electronic Equipment

Solicitation Number: RFP 22-049; RFx 6100015660

Description: The City of San Antonio's Solid Waste Management Department (SWMD) is soliciting proposals from qualified and experienced Respondents to collect and process E-Waste from two permanent locations and up to three rotating mobile locations each year. The City currently collects approximately 190 tons of e-waste annually for process to include RV's, VCR's, stereos, personal computers, laptops, monitors, and cell phones from all drop-off facilities or events.

Applicable Product Categories: 96277 – Recycling Services

Date Issued: July 6, 2022

Due Date & Time: August 5, 2022, 11:00 a.m. Central Time

Presubmittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on Monday, July 14, 2022, via WebEx. Attendance, by WebEx, at the Pre-Submittal Conference is optional, but highly encouraged.

Toll Free Dial-In Number: 1-415-655-0001

Access Code: 2467 928 0109

Meeting Password: 6100015660

Staff Contact Person: Jorge Figueroa, Procurement Specialist III, jorge.figueroa@sanantonio.gov

Evaluation Committee Voting Members:

Andrew Gutierrez, Assistant Director, Solid Waste Management Department
Tim Pitman, Environmental Services Manager/Solid Waste Management Department
Michael Ortiz, Assistant Manager, Solid Waste Management Department
David Badillo, SWMD Fleet Manager, Solid Waste Management Department
Marjorie N. Harrell, Fiscal Manager, Solid Waste Management Department
Brian Legacy, IT Business Relationship Manager, Information Technology Services 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, July 22, 2022. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to: Jorge Figueroa, Procurement Specialist III, City of San Antonio, Finance Department – Purchasing Division, jorge.figueroa@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.