



ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFP 22-124; RFx 6100015932

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: November 30, 2022

Due Date & Time: January 4, 2023, 11:00 a.m. Central Time

A Pre-Submittal Conference will be held at **2:00 p.m., Central Time, on December 13, 2022 via WebEx call-in only**. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents may call the toll-free number listed below and enter the access code to participate the day of the conference.

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

Meeting Number (Access Code): 2469 136 2144

Meeting Password: CSEF2023

A site visit will be held at 10:00 a. m. Central Time, on Tuesday, December 20, 2022:

Henry B. Gonzalez Convention Center

900 E. Market

San Antonio, TX 78205

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

Evaluation Committee Voting Members:

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~~

Shauna Goodman, 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:

Finance Department, Purchasing Division
PO Box 839966 ♦ San Antonio, TX 78283-3966 || Tel: 210-207-5734

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on Friday, December 16, 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.