



**RFP – Food & Beverage Operations at City Facilities  
(RFx 6100016027, RFP 23-041)  
January 6, 2023, 9:00 a.m. Central Time**

**PLEASE HOLD ALL QUESTIONS UNTIL THE END OF THE PRE-SUBMITTAL CONFERENCE**

**I. Welcome and Introductions**

City of San Antonio SAePS Portal –  
<https://supplierservice.sanantonio.gov/iri/portal>

**II. Overview of Background and Scope of Services**

**III. Term of Contract**

**IV. Review of Responses to Questions Submitted in Advance, if any.**

**V. Overview of RFP Process:**

- A. RFP Submission Requirements
- B. Submission Instructions
- C. Restrictions on Communication
- D. Evaluation Criteria

**VI. Small Business Program**

**VII. Key Points/Reminders:**

**Restrictions on Communication**

Please refer to RFP Section 011 – Restriction on Communications for contact information and protocol.  
**Final Questions Accepted: Friday, January 13, 2023, at 11:00 a.m., Central Time.**

All written questions are to be sent to:

**Veronica Velez, Procurement Specialist II**  
City of San Antonio, Finance Department – Purchasing Division  
[veronica.velez@sanantonio.gov](mailto:veronica.velez@sanantonio.gov)

All SBEDA related questions can be sent to:

**Economic Development Department – Small Business Office**  
[SBEDAdocs@sanantonio.gov](mailto:SBEDAdocs@sanantonio.gov) or call 210.207.3922

**VIII. Following is a list of projected dates/times with respect to this RFP:**

RFP Release Date	December 20, 2022
Pre-Submittal Conference	January 6, 2023, at 9:00 a.m.
Site Visit	January 6, 2023 at 10:00 a.m.
Final Questions Accepted	January 13, 2023, at 11:00 a.m.
<b>Proposals Due</b>	<b>February 8, 2023 @ 11:00 a.m. CT</b>

**IX. Proposal Submission:**

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

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

**X. Further Information:**

Changes to the RFP and responses to questions may be posted to the City of San Antonio's Website, <https://supplierservice.sanantonio.gov/irj/portal>. It is Respondent's responsibility to review this site and ascertain whether amendments or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in RFP. Changes, if any, to the Request for Competitive Sealed Proposal shall be made in writing only.

**XI. Vendor Guide to Solicitation Response:**

[http://www.sanantonio.gov/purchasing/SAePS\\_help\\_guides.aspx](http://www.sanantonio.gov/purchasing/SAePS_help_guides.aspx)

**XII. Questions**

**XIII. Adjourn**