



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Food & Beverage Operations at City Facilities

Solicitation Number: RFP 23-041; RFX 6100016027

Description: The City of San Antonio is soliciting a Request for Proposal (RFP) for the various City facilities. The City desires to enter into an Agreement with successful Respondent that will provide: 1) healthy meals, food, snacks and beverages to staff and visitors at various City facilities for a reasonable cost, and 2) support to the City's employee and community health and wellness programs. While it is the intent to award one contract for all services, the City reserves the right not to award the Agreement in whole or in part, if it determines that the responses to this RFP do not meet its needs or are not in the best interest of the City.

Applicable Product Categories:

74085 - Vending Machines, Refrigerated: Food, Beverages, Sundries, etc.

96107 - Beverage Processing Services All Types

Date Issued: December 20, 2022

Due Date & Time: **March 8, 2023, 11:00 a.m. Central Time**

Pre-Submittal Conference: The conference will be held at City Tower, 100 W Houston St., Concourse Level, Conference Room 00.E432, San Antonio, Texas 78205 at 9:00 a.m. Central Time, on January 6, 2023. Attendance is optional, but highly encouraged. Respondents may also call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2454 212 3934

Meeting password: 8MFhRduCi45

Site Visit: A site visit will be held at five (5) city locations beginning at the City Tower, Concourse Level at 10:00 a.m. Central Time, on January 6, 2023. Four (4) other locations will be visited but access is only available by attending the initial City Tower site visit. Attendees will be responsible for providing their own transportation to each of the sites.

2nd Site Visit: A 2nd site visit will be conducted at the five (5) city locations beginning at the City Tower, Concourse Level at 9:00 a.m. Central Time, on February 10, 2023. The four (4) other locations will be visited but access is only available by attending the initial City Tower site visit. Attendees will be responsible for providing their own transportation to each of the sites.

City Tower, Concourse Level

100 W. Houston St.

San Antonio, TX 78205

City Hall, Public Safety Headquarters, Public Safety Answering Point (PSAP), and Police Academy

3rd Site Visit: A 3rd site visit will be conducted at the five (5) city locations beginning at the City Tower, Concourse Level at 2:00 p.m. Central Time, on February 21, 2023. The four (4) other locations will be visited but access is only available by attending the initial City Tower site visit. Attendees will be responsible for providing their own transportation to each of the sites.

City Tower, Concourse Level

100 W. Houston St.

San Antonio, TX 78205

City Hall, Public Safety Headquarters, Public Safety Answering Point (PSAP), and Police Academy

Staff Contact Person: Veronica Velez, Procurement Specialist II, veronica.velez@sanantonio.gov

Evaluation Committee Voting Members:

Troy Elliott, Deputy Chief Financial Officer, Finance
David Newman, Director, Solid Waste Management
John Stevens, Assistant Director, CCDO
John Peterek, Assistant to the City Manager, CMO
Jennifer Ramirez, Contract Manager, PD
Maria Palma, Nutrition Policy Lead, SAMHD
Lily Banda, Traffic Engineering & Operations Section Manager, Public Works
Frederick Forehand, IT Manager – Communications Planning, ITSD

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 February 23, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Veronica Velez, Procurement Specialist II
City of San Antonio, Finance Department – Purchasing Division
veronica.velez@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.