



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Group Fitness Instruction

Solicitation Number: RFP 23-073; RFx 6100016696

Description: The City is seeking to secure one professional services contract with a single vendor for group fitness instruction in the City Tower Fitness Center. The City of San Antonio opened the City Tower Fitness Center (hereinafter referred to as “CTFC”), located on the Concourse level of the City’s downtown headquarters at 100 W. Houston Street, on June 1, 2022. At approximately 8,000sqft that includes workout areas, a fitness studio that can comfortably accommodate up to 15 participants simultaneously, locker rooms, Wellness Division offices, and storage rooms, the space caters to a diverse population of employees.

Applicable Product Categories: 94873 – Physical Fitness Program

Date Issued: March 17, 2023

Due Date & Time: April 17, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: The conference will be held via WebEx call at 10:00 a.m., Central Time, on Friday, March 24, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2459 235 1653

Meeting password: FITNESS2023

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

Evaluation Committee Voting Members:

Wanda Heard, Assistant Director, Human Resources Department

~~Patricia Atkins, Benefits Administrator, Human Resources Department~~

Clara Santos, Departmental Fiscal Administrator, Finance Department

David Whitt, Wellness Manager, Human Resources Department

Judith Monterrosa, Senior Wellness Analyst, Human Resources 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 Monday, March 29, 2023**. 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.