



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – COSA Sleep Services Arrangement

Solicitation Number: RFP 23-076; RFx 6100016735

Description: The Human Resources department is seeking the professional services of an accredited sleep services provider to conduct a sleep study and/or provide a CPAP machine to CDL drivers that are referred by the City following their medical examination. The City's medical examiner will provide a medical examination report to the employee and the City which will be used as the referral for sleep services.

Applicable Product Categories: 47505 – Apnea Equipment and Supplies, Sleep

Date Issued: March 22, 2023

Due Date & Time: April 21, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: The conference will be held via WebEx call at 2:00 p.m., Central Time, on Wednesday, March 29, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2458 409 7703

Meeting password: SLEEP2023

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

Evaluation Committee Voting Members:

~~Renee Frieda, Director, Human Resources Department~~

Wanda Heard, Assistant Director, Human Resources Department

Victor Mancha, Human Resources Administrator, Human Resources Department

Blanca Camacho, Employee Relations Business Partner, Human Resources Department

Lauren Davis, Employee Relations Business Partner, Human Resources Department

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

Walter Barrett, Solid Waste Manager, Solid Waste 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, April 3, 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.