



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposal – Production Labor for the Carver Community Cultural Center

Solicitation Number: RFP 23-089; 6100017033

Description: The City of San Antonio seeks proposals from qualified Respondents interested in managing, coordinating, and providing various types of theatrical production labor on an as needed basis for the Carver Community Cultural Center including hair and makeup artists, wardrobe, loaders/unloaders, audio and video staff, riggers and flyman, carpenters, electricians, lighting operators, forklift operators, cable pullers, stagehands, installation and dismantle hands, spotlight operators, and broadcast technicians. Qualified Respondent shall also manage, coordinate, and provide production labor for the Jo Long Theatre and Little Carver Civic Center, known collectively as the Carver Community Cultural Center (the “Carver”).

Applicable Product Categories: 96173 Theatrical Services, Including Costume Design and Creation, Production, Scenery Design, Stage, etc.

Date Issued: June 30, 2023

Due Date & Time: August 2, 2023, at 11:00 a.m. Central Time

Pre-Submittal Conference: The pre-submittal conference will be held via WebEx call at 2:00 p.m., Central Time, on Friday, July 7, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

WebEx On Line Option: www.webex.com and click join

Meeting number (access code): 2630 375 8561

Meeting password: 7PUiMkNrE62

Staff Contact Person: Alexis Sendejo, Procurement Specialist II
alexis.sendejo@sanantonio.gov

Evaluation Committee Voting Members:

Patricia Muzquiz Cantor, Department Director, Convention and Sports Facilities

Cassandra Parker-Nowicki, Executive Director, Convention and Sports Facilities

Derek Harris, Tech Systems Supervisor, Convention and Sports Facilities

Thomas McAfee, Building Maintenance Manager, Convention and Sports Facilities

Ernie Ramirez, Cultural Center Supervisor, Convention and Sports Facilities

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 Tuesday, July 11, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Alexis Sendejo, Procurement Specialist II
City of San Antonio, Finance Department – Purchasing Division
alexis.sendejo@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation per an Addendum.

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 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.