



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Audio Visual Technical Assistance Services for the Alamodome

Solicitation Number: RFP 23-115; RFx 6100017126

Description: The City of San Antonio is seeking a firm to provide pre-approved audio and video personnel to operate City equipment for events at the Alamodome that require additional staffing.

Applicable Product Categories: 915-09-Audio Visual Production

Date Issued: August 2, 2023

Due Date & Time: September 1, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: A pre-submittal conference is scheduled to be held via WebEx at 2:00 p.m. Central Time, on August 14, 2023. Attendance is optional, but highly encouraged. Respondents may call the toll-free number listed below and enter access code or access from below to participate the day of the conference:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2634 853 8072

Meeting Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=mc6ac89e1803616d3359d6a252200529b>

Meeting password: COSA

Staff Contact Person: Marisol Amador, Procurement Specialist III, marisol.amador@sanantonio.gov

Evaluation Committee Voting Members:

Patricia Muzquiz Cantor, Director, Convention & Sports Facilities

Stephen Zito, Assistant Director, Convention & Sports Facilities

Michael Flores, General Manager, Convention & Sports Facilities

Jason Bippert, Technology Systems Manager, ITSD

Rodney Ball, Area Director, Encore

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 2:00 p.m., Central Time, on August 21, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Marisol Amador, Procurement Specialist III

City of San Antonio, Finance Department – Procurement Division

marisol.amador@sanantonio.gov

Questions submitted and the City’s responses will be posted with this solicitation.

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.