

22ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Management of Towing & Impound Services**

Solicitation Number: RFP 23-117; RFx 6100017141

Description: The City of San Antonio's Police Department (SAPD) is issuing a Request for Proposals (RFP) seeking a contractor to manage qualified licensed companies that provide towing services and impound operations for the San Antonio Police Department throughout the City. Contractor will ensure the implementation, operations, and maintenance of a towing management system capable of performing dispatching, recording, oversight, auditing and report generation regarding police and City initiated towing services performed by City qualified and experienced state licensed towing companies for quick response and clearance times on City surface streets and highways. In addition, the contractor will be responsible for providing impound operation services with one or more locations to impound and store vehicles in connection with police investigations, vehicles involved in accidents, abandoned vehicles, and conducting public auctions for abandoned vehicles.

Applicable Product Categories: 96890- Towing
95841- Fleet Management
99031- Dispatching Fire, Police, and Medical Services
96890- Vehicle Towing and Storage
96209- Auctioneer Services (to include internet type)

Date Issued: December 6, 2023

Due Date & Time: March 22, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on January 5, 2024, via WebEx **and** In-Person at City Tower. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2631 376 8115 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m8282fad4b55e897304a0199ca81d056>

In-Person Pre-Submittal Conference will be held at:

City Tower, 18th Floor Large Conference Room
100 W. Houston St.
San Antonio, TX 78205

Parking is available at the City Tower Parking Garage located at 60 N. Flores St, San Antonio, TX 78205.



To gain access to the City Tower facility: All guests to the City Tower will need to enter at the Concourse Level to be properly security screened and logged into the facility as a guest. The Concourse Level can be accessed via the City Tower Parking Garage elevators. The Concourse level is labeled as “C” on the elevator buttons.

Upon exit of the elevators, guests will need to proceed through the security screening. Guests will need to bring a form of photo identification and will be issued temporary identification to wear while in City Tower. Once all guests have cleared the screening area, the Security Officer detail will direct visitors to the designated public waiting area located on the Concourse Level where City staff will then take guests to the meeting room.

Additionally, a site visit will be held at **2:00 p.m. Central Time, on January 11, 2024:**

City of San Antonio Vehicle Impound Facility
3625 Growdon Rd.
San Antonio, TX 78227

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the in-person pre-submittal conference and site visit.

- a. Respondents interested in attending the site visit must RSVP by January 5, 2024 at 4:00 PM CT via email to Valeri Jasso, Procurement Specialist III, at valeri.jasso@sanantonio.gov .
- b. All attendees must check-in with City’s procurement staff member present to sign-in.

Staff Contact Person: Valeri Jasso, Procurement Specialist III, valeri.jasso@sanantonio.gov

Evaluation Committee Voting Members:

Maria Villagomez, Deputy City Manager, City Manager’s Office
Dr. Jennifer Mata, Director, Diversity, Equity, Inclusion, and Accessibility Department
Craig Hopkins, Chief Information Officer, Information Technology Services Department
Karen Falks, Assistant Police Chief, San Antonio Police Department
Melanie Keeton, Assistant Director, Finance Department
Richard Riley, Assistant Director, San Antonio Police Department
Chris Benavides, Deputy Police Chief, San Antonio Police Department
Valerie Frausto, Assistant Fire Chief, San Antonio Fire Department
Dale Picha, P.E., Traffic Engineer, Texas Department of Transportation (TxDot)

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 January 17, 2024.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.



Valeri Jasso, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Valeri.jasso@sanantonio.gov

For SAePS language -

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with “SAePS Portal” on the subject line so this can be expedited.

