

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Hearing Conservation Professional Services**

Solicitation Number: RFP 24-075; RFx 6100017913

Description: The City's Office of Risk Management (ORM) is seeking the professional services of a ("Respondent") to provide authorized services under the City's established Hearing Conservation Program to protect employees from hazardous levels of occupational noise. All services shall be in direct accordance with all applicable occupational health and safety standards, including but not limited to 29 CFR 1910.95, state and local codes and regulations.

Applicable Product Categories:
94815 – Audiology Services, Including Hearing Aid Services

Date Issued: April 10, 2024

Due Date & Time: May 20, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on April 17, 2024, via WebEx. 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:** 2632 392 0234 | **Meeting Password:** HEARING2024

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m3d6d00f9fdaa4013706e9d75424969de>

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

Evaluation Committee Voting Members:

Debra M. Ojo, Director, Office of Risk Management

Lisa Valdez, Assistant to the Director, Office of Risk Management

Cynthia Dittrich, Department Fiscal Administrator, Office of Risk Management

Jose Inclan, Safety Administrator, Office of Risk Management

Ryan Armour, Safety Manager, Office of Risk Management

Philip Froehlich, Safety Manager, Office of Risk Management

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 April 22, 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.

Gregory Desir, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gregory.Desir@sanantonio.gov

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). 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.

