

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Laboratory Testing for the Fire Department Wellness Center**

Solicitation Number: RFP 24-110; RFx 6100018031

Description: The City of San Antonio Fire Department (SAFD) is seeking proposals from qualified Respondents that can provide laboratory testing services such as process blood and urine samples for uniform employees. The selected Respondent will play a key role in providing for the health and wellness of the SAFD uniform employees. The selected Respondent will provide these services in a method that reflects the mission, vision, and goals of the SAFD wellness program. The ultimate goals/expectations of the city, and those that should be addressed in the proposal, include cost containment, time-savings, convenient location(s), and customer service.

Applicable Product Categories: 94855 Medical and Laboratory Services (Non-Physician)

Date Issued: June 5, 2024

Due Date & Time: July 26, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on June 12, 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:** 2634 581 8062 | **Meeting Password:** KHdfSGdx462

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m00af92fe3cd5b37166656d0e5a47dcf1>

Staff Contact Person: Gene Gentry, Procurement Specialist III, gene.gentry@sanantonio.gov

Evaluation Committee Voting Members:

Valerie Frausto, Deputy Fire Chief, San Antonio Fire Department
Ramon Casanova, Assistant Fire Chief, San Antonio Fire Department
Betsy Dose, Special Projects Manager, San Antonio Fire Department
Nelda Daniel, Licensed Vocational Nurse, San Antonio Fire Department
Ralph Reyes, District Fire Chief, San Antonio Fire 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 June 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.

Gene Gentry, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gene.gentry@sanantonio.gov

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.

