

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Insurance Appraisal Services**

Solicitation Number: RFP 25-061; RFx 6100018876

Description: The City of San Antonio, (City) is soliciting proposals for a vendor (hereinafter referred to as Respondent) to provide the Office of Risk Management with Appraisal Services for City owned structures. The City owns or occupies approximately 1,252 facilities valued at more than \$4.6 billion. The City, along with its Broker of Record, acquires commercial insurance in accordance with Chapter 252 of the Local Government Code and requires appraisal services as insurance underwriters rely on proper and current valuations in determining property coverage. The City desires to engage Respondent to perform property insurance appraisal services to ensure appropriate valuation of City-owned facilities for insurance purposes.

The information provided in this Request for Proposals is to be used only for the purpose of preparing a proposal or response detailing your experience, expertise and services available to the City from your firm in designing and implementing a plan for effective appraisal of City properties.

Applicable Product Categories:
94615 – Appraisal Services, Real Estate

Date Issued: April 18, 2025

Due Date & Time: May 19, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on April 25, 2025, 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:** 2630 299 2328 | **Meeting Password:** ORMIAS25

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m82f8dacc7a5741d3389c0751ae277122>

Evaluation Committee Voting Members:

Debra M. Ojo, Director, Office of Risk Management
Jacob Munoz, Sr. Risk Analyst, Office of Risk Management
Alex Martinez, Deputy Director, Office of Risk Management
Chris Kurzon, Real Estate Manager, Office of Risk Management
*TBD

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 30, 2025**. 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.

Steve Garcia, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Steven.Garcia6@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.

