

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Central Utility Plant Preventative Maintenance and Repairs for San Antonio International Airport**

Solicitation Number: RFCSP 2025-129; RFx 6100019280

Description: The City of San Antonio seeks proposals for a Contractor to provide preventive maintenance, repairs, and cleaning services to the Central Utility Plant (CUP) at San Antonio International Airport. Preventive maintenance services will include monthly, semi-annual, annual, and five-year inspections. Repairs will include parts and labor on an as needed basis. Cleaning will include semi-annual services for the cooling towers.

Built in 2010, the CUP provides heating and air conditioning to Terminal A, Terminal B, the Federal Aviation Administration Air Traffic Control Building, and the Consolidated Rent-A-Car Facility (CONRAC).

Applicable Product Categories:

- 94155 – HVAC Systems Maintenance And Repair
- 91450 – Heating, Ventilating and Air Conditioning (HVAC)
- 03100 – HVAC Equipment, Parts & Accessories
- 91438 – Electrical

Date Issued: November 17, 2025

Due Date & Time: January 16, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on November 24, 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:** 2335 526 5362 | **Meeting Password:** COSA2025

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m1216dfc49f7d2b7508c5f58887fb0748>

Additionally, a non-mandatory site visit will be held at **2:00 p.m. Central Time, on November 24, 2025:**

Airport Central Utility Plant
1245 N. Terminal Dr.
San Antonio, TX 78216

For safety purposes, below are the measures that shall be followed by all Respondents during the in-person pre-submittal conference and site visit.

- Respondents interested in attending the Pre-Submittal Conference site visit must RSVP by November 10, 2025, at 3:00 PM CT via email to Adrian Pena, Procurement Specialist III, at Adrian.Pena@sanantonio.gov.
- All attendees must check-in with City's procurement staff member present to sign-in.



Staff Contact Person: Adrian Pena, Procurement Specialist III, Adrian.Pena@SanAntonio.Gov

Evaluation Committee Voting Members:

Jeff Coyle, Assistant City Manager, City Manager's Office

Sam Rodriguez, Deputy Director, Aviation Department

Scott Brown, Facilities Administrator, Aviation Department

Tina Hammerstad, Program Manager, Aviation Department

Grace Diaz, Facilities Compliance Manager, Building & Equipment Services Department

Jose Torralva, Division Chief Facilities Management, Bexar County

Michael Hall, HVAC Supervisor, Aviation Department

The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on December 3, 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.

Adrian Pena, Procurement Specialist III

City of San Antonio, Finance Department – Procurement Division

Adrian.Pena@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.

