

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Electric Vehicle Supply Equipment on City Property**

Solicitation Number: RFP 26-057; RFx 6100019524

Description: The City of San Antonio seeks a qualified vendor to provide turnkey services for the procurement, installation, commissioning, operation, and maintenance of Level 2 electric vehicle supply equipment (EVSE) at City-identified properties. Respondent's proposal should demonstrate competency in all aspects of installation of EVSE: site planning, site preparation, site design, permitting, electrical, infrastructure, equipment procurement, installation, operation, maintenance, labor, materials, signage, startup, commissioning, inspection, and equipment disassembly (if required).

Applicable Product Categories:

92825 – Charging Station Services.

06009 – Batteries and Charging Stations for Electric Automobiles, Including Recycled Types.

28500 – Electrical Equipment and Supplies, Except Cable and Wire.

**Date Issued: March 6, 2026**

**Due Date & Time: April 6, 2026, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on March 13, 2026, 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:** 2345 006 7103 | **Meeting Password:** EVCS2026

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m291174f863f40285f80817c76bec3992>

Staff Contact Person: Gregory Desir, Procurement Specialist III, [Gregory.Desir@sanantonio.gov](mailto:Gregory.Desir@sanantonio.gov)

**Evaluation Committee Voting Members:**

Douglas Melnick, Assistant Director, Resilience & Sustainability Department

Golda Obinzu, Resilience & Sustainability Administrator, Resilience & Sustainability Department

Jorge Manzano, Administrator, Development Services

Sandy Jenkins, Project Manager, Parks & Recreation

Ricardo Ambriz, Sustainability Transportation Manager, Resilience and Sustainability 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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on March 17, 2026**. 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](mailto:Gregory.Desir@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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

