

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Event Staffing and Management Services**

Solicitation Number: RFP 26-091; RFx 6100019712

Description: The Henry B. Gonzalez Convention Center (HBGCC) is soliciting proposals for Event Staffing and Management Services to provide staffing for parking lot attendants, badge, and bag checkers, handheld metal detecting operators, tickets scanners, ushers, elevator operators, wayfinding/greeters, and event safety control staff for events hosted at the HBGCC. Services needed for events will be based on venue requirements, tickets, security considerations, attendance, nature of event and customer considerations.

Applicable Product Categories: 96269 - Personnel Services, Temporary

Date Issued: July 1, 2026

Due Date & Time: August 14, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on July 8, 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:** 2349 483 8755 | **Meeting Password:** ESMS2026

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mb1113932ac3a072753875a4ffd42c533>

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

Evaluation Committee Voting Members:

Yldefonso Rodriguez-Sola, Assistant Director, Convention and Sports Facilities Department

Monica Ramos, Assistant Director, Convention and Sports Facilities Department

Carisa Gamez, General Manager, Convention and Sports Facilities Department

Cecilie Marchi, Facilities Security Manager, Convention and Sports Facilities Department

Barry David, Event Services Manager, Convention and Sports Facilities 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 July 10, 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

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.

