

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – Retail Space Vacancy at 801 / 803 E. Riverwalk**

Solicitation Number: RFQ 26-032; RFx 6100019415

Description: The City of San Antonio (“City”) seeks proposals from qualified Respondents interested in leasing City owned suites at 801 and 803 E. Riverwalk, located on the San Antonio Riverwalk. The leased premises shall be utilized for the sole purpose of retail sales and/or services. The total leased premises consist of 607.60 sq ft.

Applicable Product Categories: 97145 - Office Space Rental or Lease

Date Issued: January 9, 2026

Due Date & Time: March 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 January 16, 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:** 2346 270 9925 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m7cf009cde0c6f04609f8439304d22c53>

Additionally, a site visit will be held on Thursday, January 29, 2026, starting at 2:00 PM, Central Time.

2:00 PM – 3:00 PM

801 / 803 E. Riverwalk
San Antonio, TX 78205

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the site visit.

- a) Respondents interested in attending the site visit must RSVP by January 28, 2026, at 12:00 PM CT via email to Gilberto J. Saldivar, Procurement Specialist III, at gilberto.saldivar@sanantonio.gov.
- b) All attendees must check-in with City’s procurement staff member present to sign-in.

Staff Contact person: Gilberto J. Saldivar, Procurement Specialist III,
gilberto.saldivar@sanantonio.gov.



Evaluation Committee Voting Members:

John Stevens, Assistant Director, Center City Development & Operations
Geoff Levine, Contract Manager, Center City Development & Operations
Edward Hall, Planning Manager, Office of Historic Preservation
Gabriela Ruess, Contract Coordinator, Center City Development & Operations
J. (Joe) Michael Guerra, Chief Financial Officer, La Familia Cortez Restaurant

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 RFQ to the Staff Contact Person listed below until **4:00 p.m., Central Time, on January 19, 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.

Gilberto J. Saldivar, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
gilberto.saldivar@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.

