



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Request for Proposals for Production Labor for the Carver Community Cultural Center

Solicitation Number: RFP 13-081, 6100003317

Description: The City of San Antonio Convention & Sports Facilities Department (“City”) seeks proposals from qualified Respondents interested in providing the services as described in this RFP. Qualified Respondent shall provide the requested production labor for the Jo Long Theatre and Little Carver Civic Center, known collectively as the Carver Community Cultural Center (the “Carver”).

Applicable Product Categories: 96173

Date Issued: Wednesday, July 31, 2013

Due Date & Time: Monday, August 19, 2013 at 2:00 p.m. CT

Pre-Submittal Conference: A Pre-Submittal Conference will be held at the Jo Long Theatre, 226 N. Hackberry St., San Antonio, Texas 78202 at 10:00 a.m., Central Time, on August 8, 2013.

Staff Contact Person: Patricia Cavazos, Procurement Specialist III, patricia.cavazos@sanantonio.gov

Evaluation Committee Voting Members:

Yonnie Blanchette, Carver Cultural Center Executive Director, Convention & Sports Facilities Department
Robert “Scott” Munson, Convention Facilities General Manager, Convention & Sports Facilities Department
Daniel Poteete, Carver Center Stage Coordinator, Convention & Sports Facilities Department
David Lucero, Event Services Manager, Convention & Sports Facilities Department
Nicholas Langella, Convention Facilities General Manager, Convention & Sports Facilities Department

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **2:00 p.m.**, Local Time, on **August 20, 2013**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Patricia Cavazos, Procurement Specialist III
City of San Antonio, Finance Department
patricia.cavazos@sanantonio.gov

Questions submitted and the City’s responses will be posted with this solicitation.

To view this solicitation, go to <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.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.