



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications – License of Sports Fields at Brooks and Stinson Parks.

Solicitation Number: RFQ 16-014, 6100006893

Description:

The City of San Antonio, Parks and Recreation Department (“City”), is seeking proposals from non-profit amateur sports organizations which provide youth sports league activities limited to football, soccer, or lacrosse and related cheer organizations who serve the southeast / greater southside of San Antonio operating under organized state or national affiliates, for the long-term license and operation of three (3) sports fields and related amenities at Brooks and Stinson Parks, without rental fees.

Through this RFQ the City will select one or more License Holders for full operation of two (2) sports fields located at Brooks Park and one (1) football field located at Stinson Park while clearly identifying the attributes for success to maximize league play and field maintenance at the City’s sports fields described in this RFQ. License and operation of the sports fields will be the sole responsibility of the non-profit tenant without contribution or subsidy by the City. Respondents may indicate interest in licensing the fields at one or both parks.

Applicable Product Categories: 97102, 98803

Date Issued: Friday, November 20, 2015

Due Date & Time: Friday, December 18, 2015 @ 11:00 AM CST

Pre-Submittal Conference immediately followed by Site Visits: Date & Time: Tuesday, December 1, 2015 @ 1:00 P.M. CST

Staff Contact Person: Charisma Esparza, Procurement Specialist III City of San Antonio, Finance Department – Purchasing Division charisma.esparza@sanantonio.gov

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

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until 9:00 A.M., CST, on Friday, December 11, 2015. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Charisma Esparza, Procurement Specialist III City of San Antonio, Finance Department – Purchasing Division
charisma.esparza@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/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.

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.

For a Spanish translation, please visit the following website: <http://www.sanantonio.gov/ParksAndRec/Home>

Para obtener este en Español, por favor visite la siguiente pagina web: <http://www.sanantonio.gov/ParksAndRec/Home>
Finance Department, Purchasing Division