



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal for Annual Contract for Event Attendant Services at Alamodome

Solicitation Number: 6100007393, RFCSP-16-063

Description: The City of San Antonio's Convention and Sports Facilities Department is soliciting proposals for a Contractor, to supply event attendant staff for guest services during ALL events held at the Alamodome, located at 100 Montana Street, San Antonio, Texas 78203, on an as needed basis, in accordance with the specifications listed herein. **Due to the nature of the events held at this facility such as concerts, with national or international stars or professional sporting events, the contractor must be able to provide as many as 300 or more Event Staff at a single event.**

Applicable Product Categories: 96213, 96162, 96269

Date Issued: April 21, 2016

Bid Due Date & Time: May 23, 2016 at 2:00pm Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at Alamodome, Meeting Room M, 100 Montana, San Antonio, Texas 78203, at 10:00 a.m., Central Time, on April 28, 2016

Staff Contact Person: MICHAEL SIMONOFF, PROCUREMENT SPECIALIST II,

Email: [MICHAEL.SIMONOFF@SANANTONIO.GOV](mailto:MICHAEL.SIMONOFF@SANANTONIO.GOV)

Evaluation Committee Voting Members:

Carlos Contreras, Assistant City Manager, City Manager's Office

Patricia Muzquiz Cantor, Assistant Director, Convention and Sports Facilities Department

Nicholas Langella, General Manager, Convention and Sports Facilities Department

Michael Flores, Booking and Service Manager, Convention and Sports Facilities Department

Cody Clem, Event Services Manager, Convention and Sports Facilities Department

**Pursuant to Section 003 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.**

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **2:00 p.m.**, Central Time, on **May 13, 2016**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Michael Simonoff, Procurement Specialist II**

**City of San Antonio, Finance Department, Purchasing Division**

[Michael.Simonoff@sanantonio.gov](mailto:Michael.Simonoff@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](mailto: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.