

City of San Antonio – Office of Environmental Policy

Pre-Submittal Conference
Request for Qualifications
Residential Certification Services
(RFx 6100000402)

Purchasing and General Services Department, 111 Soledad, Suite 1100,
San Antonio, Texas
July 18th, 2011, 1:00 p.m. Local Time

PLEASE HOLD ALL QUESTIONS UNTIL THE END OF THE PRE-SUBMITTAL CONFERENCE

Respondents that are not able to attend in person may participate by Conference Call.
Toll Free Dial-In Number: (877) 226-9790
Access Code: 6803495

I. Welcome and Introductions

San Antonio eProcurement System (SAePS) –

http://www.sanantonio.gov/purchasing/SAePS_intro.aspx

Every manufacturer, supplier, vendor and others wishing to do business with the City of San Antonio such as furnishing materials, equipment, supplies and services to the City, **MUST FIRST** register with the City via the Central Vendor Registration (CVR). Registering allows you to receive emails regarding for NIGP Commodity Codes you have registered for bidding opportunities, submit a response to a solicitation and receive a contract award or to receive payment from the City.

II. Overview of Background and Scope of Services

III. Term of Contract

IV. Review of Responses to Questions Submitted in Advance, if any

V. Overview of RFQ Process:

- A. RFQ Requirements**
- B. Submission Instructions**
- C. Restrictions on Communication**
- D. Evaluation Criteria**

VI. Small Business Program Presentation

VII. Key Points/Reminders:

A. Restrictions on Communications:

Questions (outside of this meeting) must be submitted in writing according to the Restrictions on Communications Requirements.

Questions received after the stated deadline will not be answered. All questions are to be sent to:

Jennifer Wood, Procurement Manager
City of San Antonio, Purchasing & General Services
jennifer.wood@sanantonio.gov or to fax # (210) 207-7814.

SBEDA: The point of contact is Marissa Newman. Marissa Newman may be reached by telephone at (210) 207-3962 or by e-mail at Marissa.Newman@sanantonio.gov.

B. Schedule of Events:

Deadline for Questions: 4:00 p.m. on June 20, 2011
Proposal Due Date: 2:00 p.m. on July 27, 2011

C. Proposal Submission:

Electronically through SAePS Portal

Hard Copies - Delivery Location:
City Hall, City Clerk's Office, 2nd Floor
100 Military Plaza

D. Review <https://supplierservice.sanantonio.gov/iri/portal> for updates & revisions.

LATE PROPOSALS WILL NOT BE ACCEPTED.

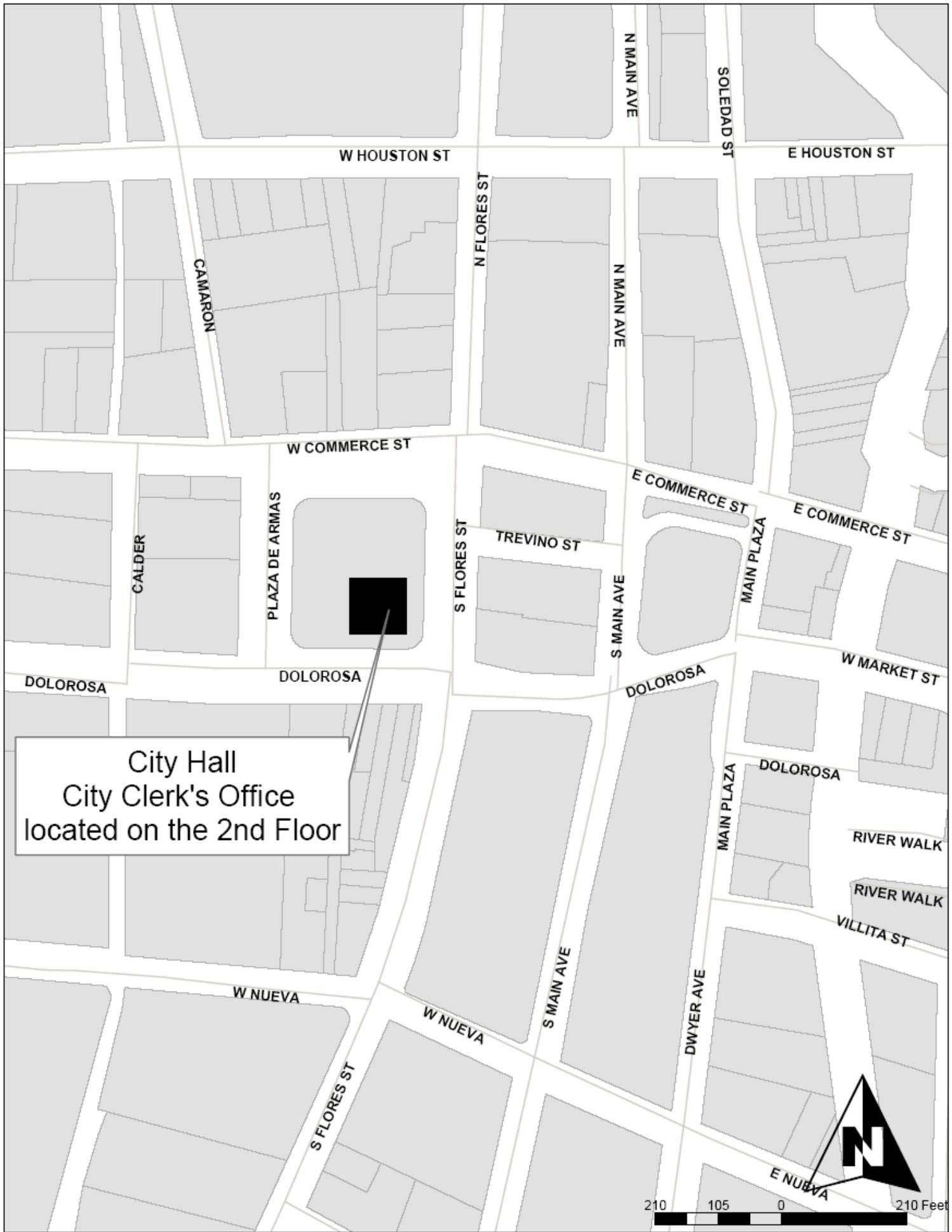
VIII. Questions

IX. Adjourn

Note: Changes to the RFQ and responses to questions may be posted to the City of San Antonio's Website, <https://supplierservice.sanantonio.gov/iri/portal>. It is Respondent's responsibility to review this site and ascertain whether amendments or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in RFQ. Changes, if any, to the Request for Qualifications shall be made in writing only.

Visitors to City Hall are required to enter through the east side of the building. The public will pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items will be scanned during regular business hours of 7 a.m. to 7 p.m. After the public proceeds through the metal detector, they will sign in and receive a visitor's badge. For those that might require the use of a ramp, entry is available on the south side of the building (Dolorosa side). Security will meet the visitor in the basement with a hand scanner.

Please anticipate this security screening changes and allow ample time for delivery of proposal responses. The City is NOT responsible for late delivery of any proposal responses.



City Hall
City Clerk's Office
located on the 2nd Floor

