



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Lease of Multi Function Devices

Solicitation Number 6100005352, RFCSP-15-028

Description: The City of San Antonio's Information Technology Services Department is preparing to issue a Request for Competitive Sealed Proposals – Lease of Multi Function Devices.

Applicable Product Categories: 98460

Date Issued: Friday, January 9, 2015

Due Date & Time: Friday, February 13, 2015 at 2:00 p.m. CT

Pre-Submittal Conference: Tuesday, January 20, 2014 at 10:00 a.m. at Riverview Towers, Hill Country conference room, 111 Soledad, San Antonio, TX 78205.

Staff Contact Person: Tony Aguilar, Procurement Specialist II, tony.aguilar@sanantonio.gov

Evaluation Committee Voting Members:

Kevin Goodwin, Assistant Director, ITS Department
Anthony A. Brooks, Assistant Director, ITS Department
Patsy Boozier, Chief Information Security Officer, ITS Department
Randy Schneider, Senior IT Manager, ITS Department
Steve Meyer, IT Manager, ITS 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 RFCSP to the Staff Contact Person listed below on or before 2:00 pm on Wednesday, January 28, 2015. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Tony Aguilar, Procurement Specialist II
City of San Antonio, Procurement Division, Finance Department
Tony.Aguilar@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.