



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Emergency Catering Services for EOC (Office of Emergency Management)

Solicitation Number: 6100005872, RFCSP 15-047

Description: The City of San Antonio (“City”), Office of Emergency Management (“EOC”) is seeking Requests for Competitive Sealed Proposals (RFCSP) from qualified professional firms for catering service capable of providing nutritious meals to City of San Antonio employees and emergency workers after an emergency, a disaster or in support of an activation of the City’s Emergency Operations Center (EOC), including other non-specified support sites. Although the primary intent of this solicitation is for catering services after a hurricane, catering services may be required during other disasters, such as brush fires, flooding, tornadoes, or other long term emergency events.

Applicable Product Categories: 96115

Date Issued: April 23, 2015

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

Pre-Submittal Conference: April 30, 2015 at 2:00 p.m. CT at City of San Antonio's Public Safety Headquarters, 2<sup>nd</sup> Floor Fire Department Fiscal Conference Room, 315 S. Santa Rosa, San Antonio, Texas 78283. The City of San Antonio will make the pre-submittal conference accessible via conference call. If interested to participate via conference call, please RSVP no later than **2:00 p.m. on Wednesday, April 29, 2015** to the contact person located in the Restrictions on Communication Section 003 of this RFCSP. Please call in promptly at the scheduled pre-submittal conference date and time described on the first page of this solicitation using the below dial-in access information:

Conference Call Number: 1-877-226-9790

Access Code: 4511640

#### **Evaluation Committee Voting Members:**

Lawrence Trevino, Emergency Manager, San Antonio Fire Department

Shawn Ury, Deputy Emergency Manager, San Antonio Police Department

Mark Witherell, Captain, San Antonio Police Department

Rachelle Powers, Patrol Officer, San Antonio Police Department

Patrick Zepeda, Jr., Battalion Chief, San Antonio Fire 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 6, 2015**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Stephanie Criollo, Procurement Specialist III**  
**City of San Antonio, Finance-Shared Services – Procurement Division**  
[stephanie.criollo@sanantonio.gov](mailto:stephanie.criollo@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](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.