



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal for Annual Contract for Office Furniture

Solicitation Number: 6100006733, RFCSP-016-03

Description: The City of San Antonio is soliciting bids for the purchase, delivery, and installation of office furniture for various City departments. Furniture purchased under this contract shall be used to replace existing furniture or provide as required to maintain existing City operations. The awarded contractor(s) shall provide items such as seating, desks/tables, filing and storage cabinets, and systems furniture and accessories. Contractor shall also provide design services such as space planning, reconfiguration of existing systems, and assistance with furniture selection; and installation services to include all labor required to assemble, deliver, set-up, and install office furniture.

Applicable Product Categories: 42059, 42503, 42506, 42507, 42514, 42520, 42521, 42540, 42541, 42542, 42558, 42560, 42583, 42587, 42589, 42594, 78515, 78525, 93145

Date Issued: December 2, 2015

Bid Due Date & Time: January 13, 2016 at 2:00pm Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at Riverview Towers, 11th floor, Hill Country Conference Room, 111 Soledad, San Antonio, Texas 78205, at 10:30 a.m., Central Time, on December 9, 2015.

Staff Contact Person: JENNIFER GATES, PROCUREMENT SPECIALIST II,  
Email: [JENNIFER.GATES@SANANTONIO.GOV](mailto:JENNIFER.GATES@SANANTONIO.GOV)

Evaluation Committee Voting Members:

Troy Elliott, Director, Finance Department

Carol Warkoczewski, City Architect, Transportation & Capital Improvements

Mark Loiselle, Capital Projects Officer, San Antonio Public Library

Alma Nunez, Design and Development Assistant, Transportation & Capital Improvements

Eric Teague, Senior Management Analyst, Department of Human Services

**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 **January 5, 2016**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Jennifer Gates, Procurement Specialist II**

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

[Jennifer.Gates@sanantonio.gov](mailto:Jennifer.Gates@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.