City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals ("RFP") – Management of Towing Services

Solicitation Number: RFP 15-025

Description: The City of San Antonio seeks proposals from qualified Respondents interested in providing Management of Towing Services. This solicitation is being issued to select a Towing Management company who will contract with the City to provide a towing management system capable of performing dispatching, recording, oversight, auditing and report generation regarding police and City initiated towing services performed by City qualified, experienced, and state licensed towing companies. The selected Respondent shall fully manage the assignment of Police and City initiated tows and oversee the performance of the services provided. The Respondents may perform one or more of the services requested in this RFP while maintaining the subcontracting requirements.

Date Issued: Sunday, January 18, 2015
Due Date & Time: Friday~~Wednesday~~, March 6~~February 20~~, **2015 at 11:00 a.m. Central Time**

Pre-Submittal Conference: A Pre-Submittal Conference is scheduled for **Wednesday, January 28, 2015 at 2:00 p.m.** at the Cliff Morton Development and Business Services Center located at 1901 S. Alamo, San Antonio, TX 78204. Attendance is optional, but highly encouraged. Respondents that are unable to attend in person may participate by Conference Call. Respondents may call the toll free number listed below and enter access code to participate the day of the conference:

Toll Free Dial-In Number: (877) 226-9790 with Access Code: 4511640

Staff Contact Person: Debra Light, Procurement Specialist III, debra.light@sanantonio.gov

Evaluation Committee Voting Members:
Erik Walsh, City Manager's Office
Anthony Trevino, Chief of Police, Police Department
Steven Baum, Asst. Police Director, Police Department
Roy Waldhelm, Deputy Chief, Police Department
Vance Meade, Assistant Fire Chief, Fire Department
Mary Atkinson, Administrate Services Manager, Police Department
Colleen Swain~~Jim Mery~~, Assistant Director, ~~Downtown Operations/~~Center City Development Department
Marion Gee, Assistant Director, Finance Department
Kevin Holmes, Interim Assistant Director of Public Safety, Information Technology Services Department
Dale Picha, Director of Transportation Operations, Texas Department of Transportation

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 RFP to the Staff Contact Person listed below until **2:00 p.m.**, Central Time, on **Wednesday, February 4, 2015.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Debra Light, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
debra.light@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to the City of San Antonio's website, Bidding and Contracting Opportunities, http://www.sanantonio.gov/RFPListings/.