



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Insurance Appraisal Services

Solicitation Number: RFP 15-020, 6100005667

Description: The City of San Antonio, Finance Department (“City”) seeks Proposals from qualified Respondents interested in providing the real property appraisal services as described in this RFP. The City of San Antonio either owns or leases approximately 900 facilities, and furnishes its offices to house and support its many operations and services to residents of the City. Commercial Insurance is acquired in accordance with Chapter 252, of the Local Government Code with the assistance of a Broker of Record. The City desires to engage Respondent to perform property insurance appraisal services to insure appropriate valuation of approximately 600 City-owned facilities for insurance purposes. The Respondent will create a schedule to conduct the appraisals over a 5 year period.

Applicable Product Categories: 94615 – Appraisal Services, Real Estate

Date Issued: Monday, March 2, 2015

Due Date & Time: Friday, April 3, 2015 at 2:00 p.m. CST

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 10:00 a.m., Central Time, on Thursday, March 12, 2015.

Staff Contact Person: Dana Jordan, Procurement Specialist III, dana.jordan@sanantonio.gov.

Evaluation Committee Voting Members:

Debra Ojo, Assistant Finance Director/Risk Manager

Chris Kurzon, Real Estate Manager

Mark Patterson, Contract Administrator

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., Local Time, on Thursday, March 19, 2015. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Dana Jordan, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
dana.jordan@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.