



**City of San Antonio**

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal – Annual Contract for the Office of Emergency Management Audio Visual Maintenance & Support

Solicitation Number RFCSP 2017-006, 6100008233

Description: The City of San Antonio's Office of Emergency Management Department is preparing to issue a Request for Competitive Sealed Proposal – Management and Support Services.

Applicable Product Categories: 93906

Date Issued: Friday, December 23, 2016

Due Date & Time: Wednesday, February 1, 2017 at 2:00 p.m. CT

Pre-Submittal Conference: Wednesday, January 4, 2017 at 2:00 p.m. at Office Of Emergency Management Department – Conference Room, 1<sup>st</sup> floor, 8130 Inner Circle Drive, San Antonio, Texas 78235

Staff Contact Person: Rosalinda Ramirez, Procurement Specialist II, [rosalinda.ramirez@sanantonio.gov](mailto:rosalinda.ramirez@sanantonio.gov)

**Evaluation Committee Voting Members:**

Lawrence Trevino

Carl Wedige

Diana Lopez

Hope Brooks

**Pursuant to Section 011 – 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 on or before 1:00 pm on Monday, January 23, 2017. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Rosalinda Ramirez, Procurement Specialist II  
City of San Antonio, Procurement Division, Finance Department  
[Rosalinda.Ramirez@sanantonio.gov](mailto:Rosalinda.Ramirez@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.