



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications for Labor Compliance Services

Solicitation Number: RFQ 17-024, RFx No.: 6100008308

Description: The City of San Antonio's Department of Planning and Community Development has issued a Request for Qualifications for Labor Compliance Services. Services include but should not be limited to: monitoring of compliance with Davis-Bacon on contracts and subcontracts, attendance to meetings, interviews with workers and review of payroll reports and related documentation.

Applicable Product Categories: 90933

Date Issued: **Wednesday, January 4, 2017**

**Bid Due Date & Time: Friday, February 3, 2017 at 11:00 a.m., Central Time**

Pre-Submittal Conference: A Pre-Submittal Conference will be held at the offices of the Department of Planning and Community Development located on 1400 S. Flores, at 3 p.m. Central Time, on Thursday, January 12, 2017.

Staff Contact Person: Denise Flotte, Procurement Specialist III, E-mail: [denise.flotte@sanantonio.gov](mailto:denise.flotte@sanantonio.gov)

#### Evaluation Committee Voting Members:

Caroline Cho, Assistant City Attorney, Department of Planning and Community Development  
Sylvia Esparza, Compliance Manager, Department of Planning and Community Development  
Kimberly Flowers, Contracts Manager, Department of Planning and Community Development  
Thomas Nixon, Senior Compliance Analyst, Transportation and Capital Improvements

**Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFQ or proposals from the time the RFQ has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFQ has been released until the contract is awarded.**

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until **2:00 p.m.**, Central Time, on **Tuesday, January 17, 2017**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Denise Flotte, Procurement Specialist III, City of San Antonio, Finance Department, Purchasing Division**  
[denise.flotte@sanantonio.gov](mailto:denise.flotte@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.