



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal for Annual Job Order Contract for On-Call HVAC Services - Citywide

Solicitation Number: 6100006717, RFCSP-2016-005

Description: The City of San Antonio, Building and Equipment Services Department, ("BESD") seeks proposals from qualified contractors interested in providing "on-call" commercial heating ventilation and air conditioning (HVAC) maintenance and repairs through an on call contracting services (OCCS) contract, also referred to as job order contract (JOC). Service shall be for HVAC maintenance and repairs for City facilities throughout the City of San Antonio. Trade services within new building construction, remodeling or alterations of an existing building will not be included.

Applicable Product Categories: 03167, 91036, 91450

Date Issued: March 16, 2016

**Bid Due Date & Time: April 15, 2016 at 2:00pm Central Time**

Pre-Submittal Conference: A Pre-Submittal Conference will be held at the River View Tower, Hill Country Conference Room, 111 Soledad, 11th floor, San Antonio, Texas 78205, at 10:00 a.m., Central Time, on March 25, 2016.

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

Evaluation Committee Voting Members:

Jose Correa, Interim Assistant Director, Building and Equipment Services Department

Ron Griego, Facilities Administrator, Building and Equipment Services Department

Chris Boubel, HVAC Superintendent, Building and Equipment Services Department

Michael Aldrich, Downtown Operations Superintendant, City Center Department - Operations

Rich Walker, Project Control Officer, San Antonio Public Library

Alyssa Lopez, Assistant to the Director, Building and Equipment Services Department

Eric Teague, Special Projects Manager, 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 **April 4, 2016**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Michael Simonoff, Procurement Specialist II**

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

[Michael.Simonoff@sanantonio.gov](mailto:Michael.Simonoff@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/iri/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.