



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

SOLICITATION AND COMMITTEE INFORMATION

Solicitation Type and Name: Request for Proposals - Property Management Information System Consulting Services

Solicitation Number 6100003396, RFP-013-093

Description: The City of San Antonio, Aviation Department, seeks proposals from qualified consultants ordinarily engaged in the business of Property Management Information System consulting.

Applicable Product Categories: 91871, 91829, 91817

Date Issued: Monday, September 16, 2013

Due Date & Time: Wednesday, October 16, 2013 at 11:00 a.m.

Pre-Submittal Conference: Friday, September 27, 2013 at 9:00 a.m. San Antonio International Airport, Terminal A Mezzanine Conference Room A, 9800 Airport Blvd., San Antonio, TX 78216.

Staff Contact Person: Kimberly Coleman, Procurement Manager, Kimberly.Coleman@sanantonio.gov

Evaluation Committee Voting Members:

Ellen Erenbaum, Assistant Director, Aviation Department

George Gavia, Aviation Department

Steve Milburn, Aviation Department

Debbie Drew, ITSD

Kevin Goodwin, ITSD

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 on or before 2:00 pm on Friday, October 4, 2013. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Kimberly Coleman, Procurement Manager
City of San Antonio, Aviation Department
Kimberly.coleman@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.