



# CITY OF SAN ANTONIO

## FINANCE DEPARTMENT – PURCHASING DIVISION

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Occupational Health Services

Solicitation Number: RFP 15-060, 6100006060

Description: The City of San Antonio, Human Resources Department seeks proposals from qualified Respondents interested in administering the occupational health services through a central facility preferably located in downtown San Antonio that can offer all core services.

Applicable Product Categories: 94834, 95207, 96130, 94833, 94892, 94848

Date Issued: May 29, 2015

Due Date & Time: July 6, 2015 at 2:00 P.M.

Revised Due Date & Time: July 13, 2015 at 2:00 P.M.

Pre-Submittal Conference: Tuesday, June 16, 2015 at 10:00 A.M. Local Time at the City of San Antonio, Finance Department, Purchasing Division Hill Country Conference Room, Riverview Towers, 111 Soledad, Suite 1100, San Antonio, TX 78205

Staff Contact Person: Laura Sambrano, Procurement Specialist III, [Laura.Sambrano@sanantonio.gov](mailto:Laura.Sambrano@sanantonio.gov)

#### **Evaluation Committee Voting Members:**

Ben Gorzell, Chief Financial Officer, City of San Antonio

Lori Steward, Interim Director, Human Resources Department

Wanda Heard, Assistant Director, Human Resources Department

Krystal Strong, Manager, Human Resources Department

Tracey Marlowe, Manager, Human Resources Department

**Pursuant to the 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 **10:00 a.m.**, Local Time, on **June 23, 2015**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Adam Velez, Procurement Specialist III**  
**City of San Antonio, Finance Department, Purchasing Division**  
[Adam.Velez@sanantonio.gov](mailto:Adam.Velez@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.