



# CITY OF SAN ANTONIO

## FINANCE DEPARTMENT – PURCHASING DIVISION

### ADVERTISEMENT ONLY

Solicitation Type and Name: Request for Qualifications for Catering and Concessions for the Convention Center

Solicitation Number: 6100003884, RFQ-007-014

Description: The City of San Antonio Convention and Sports Facilities Department seeks proposals from qualified Respondents interested in providing catering, restaurant, concessions and sundry services on an exclusive basis, as well as ancillary and merchandise services at the Henry B. Gonzalez Convention Center, including Lila Cockrell Theater.

Applicable Product Categories: 96115, 95844, 96240

Date Issued: May 21, 2014

Due Date & Time: **September 29, 2014, at 11:00 a.m.**

Pre-Submittal Conference: Pre-Submittal Conferences will be held at the Henry B. Gonzalez Convention Center, 200 East Market Street, San Antonio, Texas 78205, at 10:00 a.m., Central Time on Thursday, June 19, 2014, and at 10:00 a.m., Central Time on Tuesday, July 8, 2014. Attendance at either of the Pre-Submittal Conferences is optional, but highly recommended. A site visit will be conducted of the Convention Center immediately following each Pre-Submittal conference.

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

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

Edward Belmares, City Manager's Office  
Mike Sawaya, Convention and Sports Facility  
Casandra Matej, Convention and Sports Facility  
Dan Decker, SeaWorld  
Robert Thrailkill, Hilton Palacio del Rio  
Leila Powell, Mayor's Office  
Pam Crail, San Antonio Automobile Dealers Association  
Denise Green, BKD

**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 **10:00 a.m.**, Local Time, on **Friday, September 12, 2014**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

**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 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.