



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Formal Invitation for Bid for Annual Contract for Supply of Trees

Solicitation Number: RFX 6100015328

Description: The City of San Antonio is soliciting bids for a contractor to furnish and deliver a wide variety of trees and palms of varying sizes on an “as needed” basis throughout the City of San Antonio. The trees & palms will be utilized by the Parks and Recreation Department to enhance the tree & palm population throughout the city, or for tree adoption opportunities for the public.

Applicable Product Categories: 59575 – Trees, Ornamental and Shade

Date Issued: January 11, 2023

Due Date & Time: **February 8, 2023**, 2:00 p.m. Central Time

Pre-Submittal Conference: Via WebEx meeting at 2:00 p.m. Central Time, on January 18, 2023.

WebEx Call-in: 1-415-655-0001 (US TOLL)

Meeting number (access code): 2464 904 2720

Meeting password: SFbBPbFv862

Staff Contact Person: Stephen Muñoz, Procurement Specialist II, stephen.muniz@sanantonio.gov

To view this solicitation, go to the SAePS portal; <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. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids).

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 with “SAePS Portal” on the subject line so this can be expedited.