

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Formal Invitation for Bids for Annual Contract for Indoor Plant Lease & Maintenance for San Antonio Airport Systems (SAIA)**

Solicitation Number: RFX 6100016496

Description: The City of San Antonio (City) is soliciting bids to provide indoor plant maintenance. These services will be used by the City of San Antonio Aviation Department Terminal A and Terminal B (TA & TB) and Rental Car Center (ConRac). This will be a lease contract and vendor shall provide all plants, growing materials, pots, decorative planters and plant maintenance for the purpose and duration of the contract.

Applicable Product Categories:

91061-Plant Maintenance Services, Indoor

59561-Plants, Indoor

98562-Plants, Nursery Stock, Rental and Leasing Services

59557-Plants, Non-Flowering

**Date Issued: September 1, 2023**

**Due Date & Time: September 27, 2023, 2:00 p.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on September 7, 2023, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2632 553 7091 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m34290e7014c0cf5133a96de4fd40f50e>

Staff Contact Person: Stacey Gipson, Procurement Specialist II, [stacey.gipson@sanantonio.gov](mailto:stacey.gipson@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). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

