

## ADVERTISEMENT INFORMATION ONLY

### Solicitation Type and Name: **Informal Invitation for Bids for Annual Contract for Plant Bed and Irrigation Maintenance for La Villita**

Solicitation Number: RFX 6100018242

Description: The City of San Antonio's City Center Development & Operations Department is soliciting bids for an annual contract for landscaping plant bed maintenance and irrigation for La Villita.

Applicable Product Categories: 98852 – Landscaping, Including Design, Fertilizing, Planting, etc., Not Grounds Maintenance or Tree Trimming Services

**Date Issued: August 5, 2024**

**Due Date & Time: August 21, 2024 by 10:00 a.m. Central Time**

**Pre-Submittal Conference:** The Pre-Submittal will be held on **August 9, 2024 at 10:00 A.M. Central Time** held via WebEx. Participants may join the WebEx meeting using the following instructions:

Join by Phone: 1 (415) 655-0001

Meeting Number (access code): 2633 810 4295

Meeting Password: COSA

Meeting:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m1dbcc6dc17c7f9e37ab85a15c3e9511f>

Additionally, a site visit will be held at **10:00 a.m. Central Time on Thursday, August 8, 2024:**

La Villita Maverick Plaza

Plaza Address: 418 Villita Street

San Antonio, TX 78205

Below are the measures that shall be followed by all respondents to ensure the safety of all attendees during the site visit.

- a. Respondents interested in attending the site visit must RSVP by August 7, 2024, at 4:30 pm Central Time via email to Genaro De Leon, Procurement Specialist II, at [Genaro.DeLeon@sanantonio.gov](mailto:Genaro.DeLeon@sanantonio.gov).
- b. All attendees must check-in with City's procurement staff member present to sign-in.

Staff Contact Person: Genaro De Leon, Procurement Specialist II, [Genaro.DeLeon@sanantonio.gov](mailto:Genaro.DeLeon@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.

