

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

**Formal Invitation for Bids for Annual Contract for Indoor Plants Maintenance for SAN ANTONIO HENRY B. GONZALEZ CONVENTION CENTER (HBGCC), ALAMODOME AND CENTRAL SAN ANTONIO PUBLIC LIBRARY (SAPL)**

**Solicitation Number: RFX 6100019545**

Description: Description: The City of San Antonio is soliciting bids on behalf of the San Antonio Henry B. Gonzalez Convention Center, Alamodome and San Antonio Public Library departments for a contractor to lease, install and perform maintenance of indoor plants at various locations within the San Antonio Henry B. Gonzalez Convention Center, Alamodome and Central San Antonio Public Library in accordance with the specifications listed herein.

Applicable Product Categories: 91061 Plant Maintenance Services, Indoor

**Date Issued: July 1, 2026**

**Due Date & Time: July 20, 2026, 2:00 P.M. Central Time**

**Pre-Bid Conference:** Pre-Bid Conference will be held at 10:00 a.m., Central Time, on July 9, 2026, via WebEx. Attendance at the Pre-Bid Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2347 552 2450 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m04b9d1f65357c061c8e011b9cb184e7c>

Staff Contact Person: Frederick Ward, Procurement Specialist II, [frederick.ward@sanantonio.gov](mailto:frederick.ward@sanantonio.gov)

**To view this solicitation,** go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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.

