



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Competitive Sealed Proposal for Annual Contract – Meal Preparation Services for Senior Nutrition Program

**Solicitation Number:** RFCSP 20-009, RFX: 6100012251

**Description:** The City of San Antonio’s Human Services Department is seeking a contractor to provide meals to seniors participating in the City’s Senior Nutrition Program. Food services shall include daily preparation and delivery of hot lunches to approximately 2,500 seniors daily at approximately 52 sites which includes City owned and operated Comprehensive Senior Centers and Part-Time Nutrition Sites as well as community centers and churches located within Bexar County, Texas.

**Applicable Product Categories:**  
96138 – Food Preparation Services, Including Food Canning Services  
96286 – Transportation of Goods, Shipping and Handling, and Other Freight Services  
64050 – Paper Products: Cups, Doilies, Napkins, Plates, Straws, Facial Tissues, Other Than Hospital

**Date Issued:** December 20, 2019

**Due Date & Time:** February 12, 2020, 2:00 p.m. Central Time

**Pre-Submittal Conference:** A Pre-Submittal Conference will be held at the City of San Antonio’s Human Services Department, Head Start Office, 1227 Brady Blvd., Galaxy Conference Room, San Antonio, Texas 78207 at 12:30 p.m. Central Time, on **Thursday, January 9, 2020**. Attendance at the Pre-Submittal Conference is optional but highly encouraged.

**Staff Contact Person:** Charisma Esparza, Procurement Specialist III, Charisma.Esparza@sanantonio.gov

**Evaluation Committee Voting Members:**

Melody Woosley, Director, Human Services Department  
Jessica Dovalina, Assistant Director, Human Services Department  
Pamela Rodriguez, Registered Dietitian, Human Services Department  
Maria Rivera, Social Services Manager, Human Services Department  
Haley Amick, Community Nutrition Coordinator, San Antonio Metropolitan Health District  
Brenda Burton, Assistant Manager, Parks & Recreation Department  
Javier Covarrubias, Senior Nutrition Program Member  
Betty Eckert, Joint Commission on Elderly Affairs Member

Pursuant to Section 003 - Restriction on Communications and in accordance with an as authorized by Section §2-61 of the City Code the following restrictions on communications apply to this solicitation: Respondents are prohibited from communicating/contacting with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFCSP has been released until the contract is awarded/approved at a City Council A session. These restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFCSP and/or proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s proposal from consideration.

**Exceptions to the Restrictions on Communications:**

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **10:00 a.m.**, Central Time, on **Tuesday, January 14, 2020**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Charisma Esparza, Procurement Specialist III**  
**City of San Antonio, Finance Department – Purchasing Division**  
Charisma.Esparza@sanantonio.gov

Questions submitted and the City’s responses will be posted with this solicitation.

To view this solicitation, go to <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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.