



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Competitive Sealed Proposal for Annual Contract for Holiday Lights

**Solicitation Number:** RFX 6100014071; RFCSP 21-072

**Description:** The City of San Antonio is soliciting bids for a contractor to furnish all labor, equipment, and materials necessary to install, maintain, and remove City-owned LED holiday lighting on assorted trees, and structures located in Downtown San Antonio. The service shall include, but is not limited to, the installation, maintenance, and removal of holiday lighting, and running power cable(s) to permanent or temporary electrical panels.

**Applicable Product Categories:** 28556 –Lighting Fixtures, Outdoor  
96246 –Installation Services

**Date Issued:** May 24, 2021

**Due Date & Time:** June 16, 2021, 2:00 p.m. Central Time

**Pre-Submittal Conference:** The conference will be held via a WebEx phone meeting at 10:00 a.m. Central Time on Tuesday, June 1, 2021. The Agenda is available through the SAePS Portal. Attendance is optional, but highly encouraged. Prospective Respondents may join the audio WebEx using the following instructions:

**WebEx Call-in:** 1-415-655-0001 US TOLL  
**Meeting number (access code):** 177 221 5893  
**Meeting password:** COSA

**Site Visit:** An optional site visit has been scheduled for Tuesday, June 1, 2021 at 1:00 PM CT. All interested vendors will meet at the International Center Building located at 203 S. St Mary's, San Antonio, TX 78205.

**Staff Contact Person:** Charisma Esparza, Procurement Manager, [charisma.esparza@sanantonio.gov](mailto:charisma.esparza@sanantonio.gov)

**Evaluation Committee Voting Members:**

Lincoln St. George, Downtown Operations Manager, Center City Development & Operations Department  
Mark Loiselle, Design & Development Assistant, San Antonio Public Library  
Joseph E. Cruz, Downtown Operations Superintendent, City Development & Operations Department  
John Gamez, Building Maintenance Supervisor, City Development & Operations Department  
Haley Holmes, Public Services Administrator, San Antonio Public Library

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP 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 RFP has been released until the contract is approved at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 10:00 AM, Central Time, on June 3, 2021. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Charisma Esparza, Procurement Manager  
City of San Antonio, Finance Department – Purchasing Division  
[Charisma.Esparza@sanantonio.gov](mailto:Charisma.Esparza@sanantonio.gov)

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

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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.