



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Annual Contract for Tree Planting & Care

Solicitation Number: RFCSP 23-016; RFX 6100016274

Description: The City of San Antonio (COSA) is seeking proposals from qualified contractors for the installation and care of trees along streets and in City parks. This contract will be leveraged to plant trees in City parks, along roadways and on other property as directed by the City.

Applicable Product Categories: 59575 – Trees, Ornamental and Shade
98852 – Landscaping, Including Design, Fertilizing, Planting, etc.

Date Issued: December 14, 2022

Due Date & Time: January 27, 2023, at 2:00 p.m. Central Time

Pre-Submittal Conference: Via Webex at 2:00 p.m. Central Time, on Wednesday, December 21, 2022.

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ma931069fc97d760b1746469ffb30ba24>

Meeting Number (access code): 2468 542 1267

Meeting Password: 2hwMQ66SWXf

Join by Phone: 1-415-655-0001

Staff Contact Person: Stephen Muñiz, Procurement Specialist II, stephen.muniz@sanantonio.gov

Evaluation Committee Voting Members:

David McCary, Assistant City Manager, City Manager's Office

Melinda Cerda, Assistant Director, Parks & Recreation Department

Desiree Salmon, Senior Landscape Architect, Parks & Recreation Department

Ross Hosea, Special Projects Manager, Parks & Recreation Department

Michael Holinsky, City Forrester, Parks & Recreation Department

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 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 approved at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 4:00 p.m., Central Time, on Friday, December 23, 2022. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Stephen Muñiz, Procurement Specialist II

City of San Antonio, Finance Department – Purchasing Division

stephen.muniz@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 with “SAePS Portal” on the subject line so this can be expedited.