



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Competitive Sealed Proposal – Annual Contract for Acreage Shredding  
**Solicitation Number:** RFX 6100016731; RFCSP 23-060

**Description:** The City of San Antonio seeks proposals from qualified contractors interested in providing Acreage Shredding Services for the City's San Antonio Fire Department (SAFD), in accordance with the specifications listed herein. The SAFD locations include various lots near Fire Department facilities. SAFD shall hereinafter be collectively referred to the designated fire stations shall be collectively referred to as "Fire Facilities". The services being requested are to effectively maintain the designated areas, to provide emergency access to the Fire Facilities, and to maintain a clean, safe, attractive, and orderly environment. Services include but are not limited to acreage shredding and brush/debris removal.

**Applicable Product Categories:** 98836 Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimming, etc.

**Date Issued:** May 24, 2023

**Due Date & Time:** July 12, 2023, 2:00 p.m. Central Time

**Pre-Submittal Conference:** The conference will be held via a WebEx meeting at 10:30 a.m. Central Time on June 6, 2023. The Agenda is available through the SAePS Portal. Attendance is optional, but highly encouraged. Prospective Respondents may join the WebEx using the following instructions:

**Join from the meeting link**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m76959fbfa43ad05ff0013493e8e1937>

Dial-In Number: 1-415-655-0001

Access Code: 2451 702 8710

Meeting Password: COSA

**Staff Contact Person:** Shelly Reynolds, Procurement Specialist III, [Shelly.Reynolds@sanantonio.gov](mailto:Shelly.Reynolds@sanantonio.gov)

**Evaluation Committee Voting Members:**

Taylor King, Facilities Captain, Services and Logistics, San Antonio Fire Department

Grace Diaz, Facilities Compliance Manager, Building and Equipment Services Department

Mark Beavers, Project Manager, San Antonio Fire Department

Rod Rodriguez, Building Maintenance Officer, San Antonio Fire Department

Anna Ortiz, Administrative Assistant, San Antonio Fire Department

Pursuant to Section 003 – 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 RFCSP to the Staff Contact Person listed below on or before 10 calendar days prior to the date proposals are due. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Shelly Reynolds, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

[Shelly.Reynolds@sanantonio.gov](mailto:Shelly.Reynolds@sanantonio.gov)

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

Finance Department, Purchasing Division  
PO Box 839966 ♦ San Antonio, TX 78283-3966 ♦ Tel: 210-207-5734

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.