



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal – Annual Contract for SE/SW Stormwater & Median Mowing Services for Public Works

Solicitation Number: RFP 23-106; RFx 6100017062

Description: The City of San Antonio seeks bids from qualified contractors to furnish all labor, equipment, material, tools, and maintenance required to perform mowing services for City owned Medians. Mowing services shall include but are not limited to mowing, edging, trimming, sweeping and leaf/debris blowing. Litter, trash, and debris shall be picked up and legally disposed of at each location during the Maintenance Cycle schedule. Litter, trash, and debris includes fallen tree branches, blown paper, dumped trash, or any other debris herein defined as having originated from a natural process such as a tree branch falling, or generated from human activities. For purposes of this contract, the City owned Medians are divided into two quadrants. The quadrants will be indicated by Items 1 and 2 – Category B.

By submitting a response to this solicitation, Contractor shall be deemed to have examined the job sites and be satisfied as to the extent of the work and the conditions under which he/she will be obligated to perform the work. Contractor shall submit pricing for both Quadrants - Items (1) and (2). Addresses of the job sites and Jobsite map details are provided on *RFCSA Attachment H – Site Locations and Related Map Diagrams* and Exhibit I – Site Locations Address List.

Applicable Product Categories: 98836 LANDSCAPE MAINTENANCE: MOWING, EDGING, PLANT (NOT TREE) TRIM

Date Issued: July 5, 2023

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

Pre-Submittal Conference will be held via WebEx call at 10:00 a.m., Central Time, on Tuesday, July 11, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1 - 415-655-0001

Meeting number (access code): 2630 242 6567

Meeting password: COSA2023

Staff Contact Person: Adrian Pena, Procurement Specialist III, Email: Adrian.Pena@sanantonio.gov

Evaluation Committee Voting Members:

Martin Hernandez, Public Works Department Operations Manager

Eric Meyer, Public Works Department Superintendent

Phillip Zuniga, Public Works Department Operations Sr. Management Coordinator

Ayten Cibildak, Public Works Department Compliance Manager

David Badillo, Solid Waste Department Management

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 RFP to the Staff Contact Person listed below until **2:00 p.m., Central Time, on July 14, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Adrian Pena, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
Adrian.Pena@sanantonio.gov

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

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

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.