



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Annual Contract for Tree & Palm Maintenance

Solicitation Number: RFCSP 23-105; RFX 6100017037

Description: The City of San Antonio (City) is soliciting proposals for qualified contractors to perform general tree and palm maintenance and removal services on identified properties throughout the City. The contractor shall provide all service equipment, tools, transportation, and methods of communication, supervision, and supplies necessary to perform the services as per the referenced specifications. Pruning and removal services will be performed on various species of trees and palms including, but not limited to, cedar elm, oak, pecan, walnut, cottonwood, Washingtonia, Canary Island, and sabal palms. There are trees that may only be accessed by climbing, such as the trees along the Riverwalk, or can be accessed using bucket trucks. These services are required to reduce potential hazards, provide clearance for vehicles and pedestrians, prune branches away from structures, provide clear vision, and maintain or improve the overall health and structure of trees and palms on City property. The contractor will maintain a safe environment, provide care for aging canopies throughout public properties, and ensure clearances surrounding structures and over buildings, parking areas, roads and other surfaces are adequately managed.

Applicable Product Categories: 98888 – Tree Trimming and Pruning Services

Date Issued: July 31, 2023

Due Date & Time: September 15, 2023, 2:00 p.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on Wednesday, August 9, 2023, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | Access Code: 2632 477 3010 | Meeting Password: COSA23

Join from the meeting link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=m7383cf3e46d8eb513f861d9f999540f4>

Staff Contact Person: Stephanie Nouman, Procurement Specialist III, [stephanie.nouman@sanantonio.gov](mailto:stephanie.nouman@sanantonio.gov)

**Evaluation Committee Voting Members:**

Robert Rinn, Assistant Director, Center City Development & Operations Department

Mark Bird, City Arborist, Development Services Department

Juan Guerra, Senior Horticulturist, Center City Development & Operations Department

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

Taylor King, Facilities Captain, San Antonio Fire Department

Rose Navarro, Facilities Manager, San Antonio Public Library

Robert Lassere, Facilities Coordinator, Department of Human Services

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

Stephanie Nouman, Procurement Specialist III

City of San Antonio, Finance Department – Procurement Division

[Stephanie.nouman@sanantonio.gov](mailto:Stephanie.nouman@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.