



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Tree & Palm Trimming, Maintenance, and Removal Services

Solicitation Number: RFCSP 23-123; RFx 6100017224

Description: The City of San Antonio (City) is soliciting proposals for a contractor to perform general tree and palm maintenance and removal services on an as needed basis for the Parks and Recreation Department. Maintenance and removal services will be performed on various species of trees and palms including, but not be limited to, cedar, elm, oak, pecan, walnut, cottonwood, Washingtonia, Canary Island, and sabal palms. 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 and private properties, and assure clearances around structures and over roads and trails.

Applicable Product Categories: 98888 + Tree Trimming Services

Date Issued: August 28, 2023

Due Date & Time: October 11, 2023, 2:00 p.m. Central Time

Pre-Submittal Conference: Via Webex at 9:00 a.m. Central Time, on September 5, 2023.

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m39f8d7675a80e42b9603a872d826ecf8>

Meeting Number (access code): 2634 429 7677

Meeting Password: COSA

Join by Phone: 1-415-655-0001

Staff Contact Person: Stephen Muniz, Procurement Specialist III, stephen.muniz@sanantonio.gov

Evaluation Committee Voting Members:

Melinda Cerda, Assistant Director, Parks & Recreation Department

Ross Hosea, Special Projects Manager, Parks & Recreation Department

Michael Holinsky, City Forester, Parks & Recreation Department

Ruby Zavala, Assistant City Forester, Parks & Recreation Department

Luis Ocampo, Manager, Parks & Recreation 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 until 4:00 p.m., Central Time, on September 7, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Stephen Muniz, Procurement Specialist III
City of San Antonio, Finance Department – Procurement 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.