

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposal – Annual Contract for Acreage Shredding Services**

Solicitation Number: **RFx 6100017543; RFCSP 23-141**

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: October 25, 2023**

**Due Date & Time: November 27, 2023, 2:00 p.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on November 8, 2023, via WebEx.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

**Dial-In Number:** +1-469-210-7159 | **Access Code:** 2632 332 3818 | **Meeting Password:** COSA23

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m89b15397870266a5f3b87b6f64a24ccd>

Staff Contact Person: Yvonne Rodriguez, Procurement Specialist III,  
[yvonne.rodriguez@sanantonio.gov](mailto:yvonne.rodriguez@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 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 **2:00 p.m., Central Time, on November 8, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

**Yvonne Rodriguez, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Yvonne.rodriquez@sanantonio.gov](mailto:Yvonne.rodriquez@sanantonio.gov)

**For SAePS language -**

**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). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support 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.

