

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFCSP 24-002; RFx 6100017426

Description: The City of San Antonio (City) is soliciting proposals for a qualified contractor to perform general tree and palm maintenance and removal services for the San Antonio International Airport (SAIA). The contractor shall provide all labor, materials, and equipment necessary to perform the services as per the referenced specifications.

Applicable Product Categories: 98888 Tree Trimming and Pruning Services,
96888 Tree and Shrub Removal

Date Issued: March 8, 2024

Due Date & Time: April 11, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 1:00 p.m., Central Time, on March 15, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

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

Dial-In Number: 1-415-655-0001 | **Access Code:** 2633 355 6974 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mf0b6202d32a61676fb1eef70bbc4d2a0>

Staff Contact Person: Adrianna Broniszewski, Procurement Specialist III,
Adrianna.Broniszewski@sanantonio.gov

Evaluation Committee Voting Members:

John Kokesh, Terminal Services Manager, Aviation Department
Scott Brown, Facilities Administrator, Aviation Department
Amanda Simmons, Assistant Operations Manager, Aviation Department
Craig Kalage, Airport Operations Manager, Aviation Department
Joseph Hinojosa, Airport Facilities Superintendent, Aviation 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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on March 18, 2024**. 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.

Adrianna Broniszewski, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Adrianna.Broniszewski@sanantonio.gov

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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 with "SAePS Portal" on the subject line so this can be expedited.

