

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Citywide Landscaping**

Solicitation Number: RFCSP 24-155; RFx 6100018505

Description: The City of San Antonio seeks proposals from qualified respondents interested in furnishing all labor, equipment, materials, expertise, and tools required to perform landscaping, mowing, and irrigation system(s) inspection, maintenance, and repair services, which include but are not limited to: mowing, edging, care and trimming/pruning of plants, shrubs, and vines, physical removal of weeds, leaves, trash, and debris, blowing, sweeping and monthly inspections, maintenance & repair services of irrigation systems for various City departments

Applicable Product Categories: 98836 – Grounds and Roadside Maintenance: Mowing, Edging, Plant, Not Tree Trimming, Etc.
93437 – Irrigation Systems Installation, Maintenance, and Repair

Date Issued: October 11, 2024

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

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on October 18, 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:** 2630 070 1953 | **Meeting Password:** COSA24

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ma0b8a00c61ee7e5255e8e1a2767d5e95>

Staff Contact Person: Jose Narvaez, Procurement Specialist III, Jose.Narvaez2@sanantonio.gov

Evaluation Committee Voting Members:

Juan Guerra, Senior Horticulturist, Center City Development & Operations

Rose Navarro, Facilities Project Manager, Center City Development & Operations

Gunnar Lewis, Special Projects Manager, San Antonio Fire Department

Paul Sanchez, Building Maintenance Supervisor, Convention & Sports Facilities

Ronnie Gomez, Building Maintenance Supervisor, San Antonio Metropolitan Health District

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 **11:00 a.m., Central Time, on October 23, 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.

Jose Narvaez, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Jose.Narvaez2@sanantonio.gov

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 with "SAePS Portal" on the subject line so this can be expedited.

