

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Meal Preparation Services for Heal Program**

Solicitation Number: RFCSP 25-001; RFx 6100018787

Description: The City of San Antonio is seeking a Contractor to provide pre-packaged unitized meals that are culturally and ethnically appropriate, high quality and nutritious for older adults participating in the City's Healthy Eating, Aging and Living (HEAL) congregate lunch time nutrition program for the Department of Human Services. Food services shall include daily preparation and delivery of hot and/or cold lunches to approximately 2,000 older adults at 44 sites located within Bexar County, Texas.

Applicable Product Categories: 96138 – Food Preparation Services, Including Food Canning Services  
38547 – Entrees, Specialty

**Date Issued: January 7, 2025**

**Due Date & Time: February 25, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on January 23, 2025, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2683 912 9976 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m14bb6ff66d9524876e3178878f52043d>

Staff Contact Person: Jinwan Kim, Procurement Specialist III, [jinwan.kim@sanantonio.gov](mailto:jinwan.kim@sanantonio.gov)

### **Evaluation Committee Voting Members:**

Pamela Rodriguez, Project Manager, Department of Human Services  
Ryan Martinez, Senior Services Manager, Department of Human Services  
Angel Ruiz, Recreation Supervisor, Parks and Recreation Department  
Jerry Trevion, Public Administrator, San Antonio Metropolitan Health District  
Lori Houston, Assistant City Manager, City Manager's Office  
HEAL members, TBD

**Pursuant to Section 003 – Restrictions 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 January 29, 2025.**

Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

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

Questions submitted and the City's responses will be posted with this solicitation.

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

**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.

