

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Urban Park Waterways Year-Round Cleanup**

Solicitation Number: RFCSP 25-065; RFx 6100019063

Description: The City of San Antonio (City) is soliciting proposals from qualified contractors to provide all labor, equipment, and materials necessary for year-round urban park waterway cleanup services at select City parks including the following: Woodlawn Lake Park, Elmendorf Lake Park, Southside Lions Park, Miller's Pond Park, and Brackenridge Park.

Applicable Product Categories: 92694 – Water Pollution Services  
98856 – Litter Removal Services, Including Beach Cleaning

**Date Issued: May 7, 2025**

**Due Date & Time: June 20, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 3:00 p.m., Central Time, on May 15, 2025, 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:** 2349 378 9847 | **Meeting Password:** COSA25

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m44bf1814520a0d7db64708729b1fcd69>

Additionally, a site visit will be held at **8:30 a.m. Central Time, on May 19, 2025**, at the following locations:

**8:30 am – 9:30 am**  
**Woodlawn Lake Park**  
1103 Cincinnati Avenue  
San Antonio, TX 78201

**10:00 am – 11:00 am**  
**Brackenridge Park**  
3910 N. St. Mary's St.  
San Antonio, TX 78212

**Reference Exhibit VII for a map and additional details for site visit.**

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the site visit.

- a. Respondents interested in attending the site visit must RSVP by May 16, 2025, at 11:00 AM CT via email to Stephanie Nouman, Procurement Specialist III, at [Stephanie.Nouman@sanantonio.gov](mailto:Stephanie.Nouman@sanantonio.gov).
- b. All attendees must check-in with City's procurement staff member present to sign-in.

Staff Contact Person: Stephanie Nouman  
Procurement Specialist III  
[Stephanie.Nouman@sanantonio.gov](mailto:Stephanie.Nouman@sanantonio.gov)



**Evaluation Committee Voting Members:**

Melinda Cerda, Assistant Director, Parks & Recreation Department  
Jesse Gallegos, Assistant Manager, Parks & Recreation Department  
Henry Arredondo, Assistant Manager, Parks & Recreation Department  
**Roxana Reyes, Engineering Technician, Public Works Department**  
Tommy Mitchell, Manager, San Antonio River Authority

**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 RCSFP to the Staff Contact Person listed below until **11:00 a.m., Central Time, on May 20, 2025**. 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.

**Stephanie Nouman, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
**Stephanie.Nouman@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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

