

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Informal Request for Competitive Sealed Proposals – Landscaping Services

Solicitation Number: RFCSP 25-097, RFx 6100019076

Description: The City of San Antonio seeks proposals from qualified respondents interested in furnishings all labor, equipment, materials, expertise, and tools required to perform landscaping, and mowing services, which include but are not limited to: mowing, edging, mulching care and trimming/pruning plants, shrubs, and vines, physical removal of weeds, leaves, and debris, blowing, and sweeping for various WIC & HeadStart locations.

Applicable Product Categories: 98836 – Grounds Maintenance
90656 – Landscape, Architectural Services
91873 – Landscaping Consulting
98852 – Landscaping

Date Issued: June 16, 2025

Due Date & Time: July 21, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on June 23, 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:** 2344 857 1603 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m1bd2338817320ec8ea2ae5fe14850ca7>

Additionally, site visits will begin at **8:30 a.m. Central Time, on June 25, 2025.**

3 WIC Clinics:

Buena Vista Administration - 2322 Buena Vista, San Antonio, TX 78207 – 8:30 a.m.

Buena Vista Clinic - 2315 Buena Vista, San Antonio, TX 78207 – 9:30 a.m.

Pecan Valley Clinic - 802 Pecan Valley, San Antonio, TX 78220 – 10:30 a.m.

Head Start:

1227 Brady Blvd., San Antonio, TX 78207 – 11:00 a.m.

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the in-person pre-submittal conference and site visit.

- a. Respondents interested in attending the Pre-Submittal Conference in-person and/or the site visit must RSVP by June 23, 2025 at 1:00 PM CT via email to David Morales, Procurement Specialist III, at DAVID.MORALES3@sanantonio.gov.



- b. All attendees must check-in with City's procurement staff member present to sign-in.

Staff Contact Person: DAVID A. MORALES, PROCUREMENT SPECIALIST III,
DAVID.MORALES3@SANANTONIO.GOV .

Evaluation Committee Voting Members:

Kelly Bocanegra, Program Manager, San Antonio Metropolitan Health District
Dawn Shonyo, Senior Management Analyst, San Antonio Metropolitan Health District
Maria Saldana, Assistant Social Services Manager, San Antonio Metropolitan Health District
Francisco Maldonado, Sr. Building Maintenance Supervisor, San Antonio Metropolitan Health District
Robert Lassere, Department Facilities Coordinator, Department of Human Services

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 **4:00 p.m., Central Time, on June 30, 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.

David A. Morales, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
David.morales3@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.

