

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Mowing and Landscaping Services**

Solicitation Number: RFCSP 24-184; RFx 6100018517

Description: The San Antonio Early Childhood Education Municipal Development Corporation, a Texas Municipal Development Corporation (referred to herein as the “Corporation” or “Pre-K 4 SA”) is seeking 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 inspections, maintenance & repair services of irrigation systems for various Pre-K 4 SA facilities in accordance with the specifications listed herein. These services are required to establish a landscape and irrigation maintenance and repair program that will ensure the appearance of the grounds are attractive and orderly while maintaining the functionality of the irrigation system.

Applicable Product Categories: 98852 – Landscaping, Including Design, Fertilizing, Planting, Etc.
91873 – Landscaping Consulting
93437 - Irrigation Systems Installation, Maintenance and Repair
02067 - Mower, Tractor Mounted, Steep slope Type with Cutter Head
98836 - Grounds and Roadside Maintenance: Mowing, Edging, Plant, Not Tree Trimming, etc.

Date Issued: July 18, 2025

Due Date & Time: September 2, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on July 25, 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:** 2345 685 7033 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m0cfaec66910c3b3cfde030d4cfd05ee0>

Additionally, site visits will be held on **July 29, 2025, at the following locations:**



Location	Time
Pre-K 4 SA South Education Center 3510 S. WW White San Antonio, TX 78222	July 29, 2025 9:00 a.m. – 9:30 a.m.
Pre-K 4 SA East Education Center 5230 Eisenhower Rd. San Antonio, TX 78218	July 29, 2025 10:00 a.m. – 10:30 a.m.
Pre-K 4 SA North Education Center 3635 Medical Dr. San Antonio, TX 78229	July 29, 2025 11:00 a.m. – 11:30 a.m.
Pre-K 4 SA West Education Center 1235 Enrique M. Barrera Memorial Pkwy. San Antonio, TX 78227	July 29, 2025 12:00 p.m. – 12:30 p.m.
Pre-K 4 SA Gardendale Early Learning Program (GELP) 1731 Dahlgreen Ave San Antonio, TX 78237	July 29, 2025 12:45 p.m. – 1:15 p.m.

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

- Respondents interested in attending the site visit must RSVP by July 28, 2025, at 4:00 PM Central Time via email to Victor Costilla, Procurement Specialist III, at Victor.costilla@sanantonio.gov.
- All attendees must check-in with City's procurement staff member present to sign-in.
- Site visit will be limited to two (2) people per potential known Respondent.

Staff Contact Person: Victor Costilla, Procurement Specialist III, Victor.costilla@sanantonio.gov.

Evaluation Committee Voting Members:

David Villareal, Head of Operations, Pre-K 4-SA Department

Julian Vega, Building Maintenance Manager, Pre-K 4-SA Department

Paul Aleman, Program Manager, Pre-K-4-SA Department

Emmanuel Orduno, Manager, CSEF, Pre-K 4-SA Department

Luz Rivera, Crew Lead, Pre-K 4-SA Department

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 / Firms are prohibited from contacting 1) Corporation's Chief Executive Officer and Board of Directors, 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 of the Corporation's Board; and 2) Corporation employees (also classified as City employees) from the time the RFCSP has been released until the contract is approved by the Corporation's Board.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on August 1, 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.



Victor Costilla, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Victor.costilla@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.

