

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFCSP 25-131; RFx 6100019279

Description: The City of San Antonio is seeking proposals from qualified respondents interested in furnishing all labor, equipment, materials, expertise and tools required to perform complete landscaping services that include: mowing and edging of turf areas, care and trimming of plants, shrubs, and vines, physical removal of weeds, leaves, trash and debris, and monthly inspections, maintenance & repair services of irrigation system for the Department of Human Services (DHS).

Applicable Product Categories: 98836 – 98836 Grounds and Roadside Maintenance: Mowing, Edging, Plant, Not Tree Trimming, etc.;

93437 - Irrigation Systems Installation, Maintenance and Repair

Date Issued: October 1, 2025

Due Date & Time: November 14, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on October 8, 2025, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2348 621 8779 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ma2944265c74ddbf49e9741eb85ad0d10>

Additionally, site visits will be held on October 9 and 10, 2025. Refer to the cover page of the RFCSP for details.

Staff Contact Person: Jinwan Kim, Procurement Specialist III, jinwan.kim@sanantonio.gov

Evaluation Committee Voting Members:

Eric Teague, Human Service Administrator – Department of Human Services
Debra Colorado, Social Services Manager, Department of Human Services
Robert Lassere, Building Maintenance Specialist, Department of Human Services
Carlos Garcia, Multi-Service Center Supervisor, Department of Human Services
Rose Navarro, Facilities Project Manager, Center City Development & Operations



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 at a City Council "A" session or a City Manager Contract Approval Review meeting; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council "A" session or a City Manager Contract Approval Review meeting.

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 October 15, 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

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

