



ADDENDUM II

SUBJECT: Annual Contract for Landscaping Services - DHS (RFCSP 25-131, 6100019279),
Scheduled to Open: October 31, 2025; Date of Issue: October 1, 2025

FROM: Charisma Esparza
Procurement Administrator

DATE: October 27, 2025

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED
REQUEST FOR COMPETITIVE SEALED PROPOSALS**

**THE ABOVE-MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY
AMENDED AS FOLLOWS:**

1. **MODIFY:** The submission deadline has hereby been extended to **November 14, 2025 at 11:00 a.m., Central Time.**
2. **REPLACED:** Attachment B – Price Schedule for DHS Landscaping is hereby removed and replaced with Attachment B – Price Schedule for DHS Landscaping – Addenda II - Revised 10/27/2025. Ella Austin Community Center has been removed from the Price Schedule.
3. **MODIFY:** Slide 21 of the Pre-submittal Conference PowerPoint, Subcontractor/Supplier Utilization Plan, has been modified to read: “Make sure you include 15% SBE or Waiver Request”.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003 – PRE-SUBMITTAL CONFERENCE:

On October 8, 2025, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Request for Sealed Competitive Proposals for Annual Contract for Landscaping Services - DHS. Below is a list of questions that were asked during the Pre-Submittal Conference. The City's official response to questions asked is as follows:

Question 1: Are site maps available? Do some site locations include parks?

Response: Please find the attached site maps, which show the boundaries of all sites. DHS sites don't include parks areas.

Question 2: Are all properties currently up to the City's expectation on how they should look?

Response: No, some of the deficiencies that have been reoccurring over the past contracts were noted at the site visits.

Question 3: If we do not meet subcontracting 15% goal, will we be deemed non-responsive?

Response: That is correct, a SBE contracting goal of 15% has been applied to this solicitation where 15% total contract payments must be subcontracted to SBEDA eligible Small Business Enterprises (SBEs). Prime respondent must submit a Subcontractor/Supplies Utilization Plan (UP) with their bid response that lists the SBE(s) and the dollar amount/ percentage to be paid to them, if awarded the contract. A UP that does not satisfy the city subcontracting goal placed on this solicitation and absent an approved Subcontracting Goal – Waiver at the time of bid submission will be deemed non-responsive.

Question 4: I am in the HUB process. It is not final yet. Will this count against me?

Response: No. there is no requirement for the HUB process. The only certification that will count towards the 15% SBE Contracting goal is Small Business Enterprise (SBE) from South Central Texas Regional Certification Agency (SCTRCA.org).

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PART A, INSTRUCTIONS TO RESPONDENTS, RESTRICTIONS ON COMMUNICATION:

Question 5: Will price increase be allowed during the contract term due to cost increases?

Response: The contract price shall be fixed during the contract term, including renewal options. Respondents are expected to prepare prices in consideration of any potential cost increase.

Question 6: Is tree removal and/or replacement of trees included in this contract?

Response: No, the City has a separate contract for tree removal and replacement. Only small limbs that fall on the landscape, along with leaves and trash, are expected to be removed under this contract.

Question 7: Will trees and shrubs be trimmed before a new contract starts? Additionally, will mulch be replenished before the new contract begins?

Response: The current contractor is working on addressing mulch and the shrubs maintenance.

Question 8: Please provide details regarding Mulch such as size, depth, how often it will be replenished?

Response: Please refer to Section 004 – Specifications / Scope of Service, Landscaping Services, 4.9 Mowing / Plant and Shrub Trimming / Removal of Weeds / Replacing Mulch, Letter “I” concerning mulch requirements.

Question 9: Who is the incumbent for the existing contract?

Response: Goodwill Industries of San Antonio is the incumbent. The existing contract will expire on June 30, 2026, and a new contract will start on July 1, 2026 through this RFCSP solicitation process.

Question 10: What are total number irrigation zones and the total number of irrigation system controllers/clocks for each site location?

Response: Please see attached exhibits for the irrigation system. There is no irrigation system for District 10 – Vacant Lot and Claude W. Black Community Center.

Question 11: Do we need to carry badges and wear uniforms?

Response: Please refer to Section 004 – Specifications / Scope of Service, Landscaping Services, 4.15 Uniforms concerning requirements on uniforms.

Question 12: What are minor repairs and major repairs in the irrigation system?

Response: Please refer to Section 004 – Specifications / Scope of Service, Landscaping Services, 4.2 Definitions, Letters “k” and “l”.

Question 13: How we do schedule an inspection after our work is complete?

Response: Please refer to Section 004 – Specifications / Scope of Service, Landscaping Services, 4.17 Inspections concerning inspections.

Question 14: Are plants and flower replacement included in the scope of services?

Response: No, the City may request a quote if necessary.

Question 15: Are garden beds, weeds in sidewalk, vine removal, plant replacement, sod replacement included in the scope of services?

Response: Garden beds are not part of the contract and are serviced by senior center members. Weeds in sidewalks, vines on fences and in flower beds are to be removed and is part of this contract. Plant replacement and sod replacement is not included in the scope of services.

Question 16: Please provide San Antonio Water System’s inspection information.

Response: Please refer to Section 004 – Specifications / Scope of Service, Landscaping Services, 4.25 Annual Audits. Currently, the Southside and Northeast are for SAW’s inspection. If another site comes up with a high-water usage, the Respondents will be required to arrange an inspection for that site as well. Please note that these inspections may change if SAWS adds more sites to their inspection list.

Question 17: Is the Site visit mandatory?

Response: No, the site visit is optional and not a mandatory requirement. The City encourages Respondents to conduct site visits to ensure accurate pricing.

Question 18: What is the major problem for the existing contract performance?

Response: A reoccurring concern is the maintenance of the flower beds and trimming shrubs.

Question 19: Is there any assessment opportunity for the Contractor after award?

Response: Please refer to Section 004 – Specifications / Scope of Service, Landscaping Services, 4.25 Annual Audits.

Question 20: Do we need to follow local regulations for the irrigation system?

Response: Yes.

Question 21: In many areas, tree branches are too low, and mulch depth is low. Will these issues be taken care of before the new contract begins?

Response: The City intends to have these issues resolved prior to the onset of the new contract.

Question 22: There is a long shrub/flower bed near a drainage ditch at the District 4 Senior Center that may be filled with mulch or gravel. Please clarify the City’s plan for how to deal with the bed.

Response: Mulch and gravel will not be added to this area. This area will need to be weeded and or treated to control weeds and grass.

Question 23: What is the basis for the 15% SBEDA subcontracting requirement? Additionally, is the subcontractor(s) required to be registered with the City and SCTRCA?

Response: Please see response to question #3. Economic Development Department reviews each project on a contract-by-contract basis and recommends the relevant tools per the SBEDA Ordinance based on the scope breakdown, historic utilization of ESBE/SBEs on similar projects and availability of vendors. SBE Contracting Program at 15% and SBE Prime Contract Program at 10 points was applied on this solicitation based on the vendors registered on the City's Electronic Procurement system (SAePS) to perform the required scope of work and utilization of SBEDA eligible SBEs on previous city contracts with similar scope of work. The goals may vary from project to project based on vendors registered at the time of review, since it is a live system.

Question 24: Will the contractor be responsible for shrubs located on the northwest corner between the Northeast Senior Center and the apartment complex?

Response: Yes, the shrubs will need to be maintained

Question 25: Are irrigation design plans available for those locations that have irrigation?

Response: Please see the response for Question 10.

Question 26: Please specify the locations that require the annual inspection, if different from the SAWS mandate of locations that are over 5 acres or that use over 1,000,000 gallons per year.

Response: Please see the response for Question 16.

Question 27: Are there any estimated budgets available for the contract?

Response: The City is not providing the available budget figures.

Question 28: Will the existing sites be re-mulched and trees trimmed prior to the new contractor starting?

Response: Please see the response for Question 21.

Question 29: Are the Backflow testing and SAWS audits current and up to date?

Response: Yes.

Question 30: Since 80% of the sites are in pretty poor condition, will we be able to incorporate a clean up fee if we are awarded the contract and the sites still look the way they do today?

Response: No. Please see the response for Question 21.

Question 31: Existing tree damage and existing trees that are dead are not covered under the current contract and are not the responsibility of the contractor who is awarded the work, correct?

Response: Correct.

Question 32: Would the existing contractor, Goodwill, in good faith, be willing to provide irrigation reports and SAWS audits for each site that's currently irrigated?

Response: No, Respondents will need to obtain the necessary forms directly from SAWS.

Question 33: Based on historical data and current measurements, do you agree with the quantities listed as a par for mulch?

- Willie Cortez Senior Center: 10 c.y.
- South Side Lions Senior Center: 60 c.y.
- Claude Black Multi Center: 10 c.y.
- Willie Velasquez: 8 c.y.
- Frank Garrett Multi Center/West End Park Senior Center: 15 c.y.
- Northeast Senior Center/District 10-vacant lot: 175 c.y.
- Bob Ross Senior Center: 50 c.y.
- District 4 Senior Center: 50 c.y.
- District 9 Senior Center: 100 c.y.

Response: The City expects the Respondents to be the subject expert when it come to knowing the amount of mulch that is needed.

Question 34: At the site visit for the District 4 Senior Center, we were told that the long strip maybe changed to rock instead of mulch. Has a decision been made?

Response: Please see the response for Question 22.



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Finance Department - Procurement Division