

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Holiday Lights**

Solicitation Number: RFCSP 26-012; RFx 6100019583

Description: The City of San Antonio is soliciting proposals for a contractor to furnish all labor, equipment and materials necessary to install, maintain and remove City-owned LED holiday lighting on assorted trees and structures located in Downtown San Antonio. The services shall include, but are not limited to, the installation, maintenance, and removal of holiday lighting, and running power cable(s) to permanent or temporary electrical panels. In addition, this proposal is for the installation and removal of three (3) 12' holiday wreaths.

Applicable Product Categories: 96246 – Installation and Removal Services
28556 – Lighting Fixtures, Outdoor: Floodlights, Spotlights, Yard Lights and All Other Weatherproof Fixtures, Except Streetlight, Including Recycled Types

Date Issued: March 25, 2026

Due Date & Time: April 27, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on April 2, 2026, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2342 290 8578 | **Meeting Password:** COSA26

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m831949cb7f5943027e0285ef524bb08c>

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Additionally, a site visit will be held at **1:00 p.m. Central Time, on April 2, 2026:**

Crocket Street Elevator
215 W Crockett St
San Antonio, TX 78205

Below are the measures that shall be followed by all Respondents:

- a. Respondents interested in attending the site visit must RSVP by April 1, 2026, at 4:00 PM CT via email to Stephanie Nouman, Procurement Specialist III, at 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, 210-207-6075, Stephanie.Nouman@sanantonio.gov

Evaluation Committee Voting Members:

Robert Rinn, Assistant Director, Center City Development & Operations
Jennifer Fraga, Program Manager, Center City Development & Operations
Nathan Roberts, Business Manager, San Antonio Public Library
John G. Gamez, Senior Building Supervisor, Center City Development and Operations
Lincoln St. George, Former City of San Antonio Employee, Retiree



The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation 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; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **11:00 a.m., Central Time, on April 6, 2026**. 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 with "SAePS Portal" on the subject line so this can be expedited.

