



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name: Request for Proposals – Recycling Material Processing Services**

**Solicitation Number:** RFP 21-055; RFx # 6100013807

**Description:** The City of San Antonio Solid Waste Management Department (City) seeks proposals from qualified Vendors to provide recycling processing services. Generally, the chosen Vendor shall accept materials from the City's recycling program, sort it, and sell the recyclable materials. Services would begin when the current contract expires on or before July 31, 2024. This RFP has two options. Vendors may submit on either or both options. For purposes of this RFP, Option 1 requires the Vendor to provide the recycling services on the Vendor's property. Option 2 requires the Vendor to construct a facility on the City's property and provide the Recycling Services from that site.

**Applicable Product Categories: 92677 – Recycling Services**

**Date Issued: July 9, 2021**

**Due Date & Time: September 24, 2021 at 11:00 a.m. Central Time**

**Pre-Submittal Conference: The conference will be held via WebEx call at 10:00 a.m., Central Time, on Friday, August 6, 2021. Attendance is optional, but highly encouraged. Respondents may call:**

**Toll Free Number: 1-415-655-0001**

**Meeting number (access code): 1777 84 6362**

**Meeting password: K2Zm3WWXiQ8**

**Staff Contact Person:** Jorge Figueroa, Procurement Specialist III, [Jorge.Figueroa@sanantonio.gov](mailto:Jorge.Figueroa@sanantonio.gov)

**Evaluation Committee Voting Members:**

David McCary, Assistant City Manager

David Newman, Director, Solid Waste Management Department

Josephine Valencia, Deputy Assistant Director, Solid Waste Management Department

Audrey Zamora-Johnson, Assistant to the Director, Solid Waste Management Department

Catelyn C. Scholwinski, Recycling Coordinator, City of New Braunfels

**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 RFP or proposal from the time the RFP 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 RFP 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 **2:00 p.m., Central Time, on Friday, August 13, 2021**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to: Jorge Figueroa, Procurement Specialist III, City of San Antonio, Finance Department – Purchasing Division [Jorge.Figueroa@sanantonio.gov](mailto:Jorge.Figueroa@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 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).

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.