



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Produce Markets for Senior Services

Solicitation Number: RFP 24-030; RFX 6100017573

Description: The City of San Antonio (hereinafter referred to as “City”) is seeking proposals from Respondents (hereinafter referred to as “Respondent”) qualified to provide a produce market onsite at 12 comprehensive and six (6) part-time senior center sites throughout the city during programming hours. This Respondent will also be required to provide produce boxes and collaborate with the Senior Services Division (SSD) of the Department of Human Services to develop the food demo that will accompany the nutrition education portion provided by SSD-registered dietitians.

Applicable Product Categories: 961-37 – FRUIT/VEG PROC SERVICES
390-28 – FRUITS, FRESH
390-84 – VEGETABLES, FRESH

Date Issued: December 6, 2023

Due Date & Time: January 22, 2024; 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 December 13, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2634 466 9385

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mdaff5802a21fd727c65e10ad34bf188d>

Meeting password: COSA

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

Evaluation Committee Voting Members:

Pamela Rodriguez: Project Manager - HEAL Program, Department of Human Services

Vanessa Tilton: Registered Dietitian, Department of Human Services

Ryan Martinez: Senior Center Manager, Department of Human Services

Pete Garcia: Assistant Manager of Parks Stewardship Division, Parks and Recreation Department

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 **4:00 p.m., Central Time, on December 19, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

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).

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