

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Vacant Lot Abatement Services**

Solicitation Number: RFP 24-046; RFx 6100017626

Description: The City of San Antonio is seeking qualified contractors for vacant lot abatement services for various locations. No volume of work under this contract is guaranteed. Once the contract is executed, specific projects will be identified and may be performed under this contract on an “as needed” basis. The contractor will furnish all labor, equipment and material to clear debris and mow grass and weeds and remove all brush, rubbish, rocks, bricks and trash as required on vacant lots identified by the City.

Applicable Product Categories: 91219 - Clearing and Grubbing Services  
91054 – Painting, Maintenance & Repair Services, Incl Caulking  
91027 – Garbage & Trash Removal, Disposal and/or Treatment Serv  
98836 – Grounds & Roadside Maint. Mowing, Edging, Plant, Not  
Tree Trimming  
96888 – Tree and Shrub Removal Services

**Date Issued: January 19, 2024**

**Due Date & Time: March 29, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on January 29, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2634 171 7469 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m12c3bb7d29c7145ff4ea006a355df394>

Staff Contact Person: Valeri Jasso, Procurement Specialist III, [Valeri.Jasso@sanantonio.gov](mailto:Valeri.Jasso@sanantonio.gov)

### **Evaluation Committee Voting Members:**

John Peterek, Interim Assistant City Manager, City Manager’s Office  
Michael Shannon, Director, Development Services Department  
Amin Tohmaz, Deputy Director, Development Services Department  
Michael Uresti, Manager, Development Services Department  
Alice Guajardo, Manager, Development Services Department  
Danny Liguez, Code Enforcement Administrator, Development Services Department  
Jenny Ramirez, Code Enforcement Manager, Development Services 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 January 31, 2024**. 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.

**Valeri Jasso, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Valeri.Jasso@sanantonio.gov](mailto:Valeri.Jasso@sanantonio.gov)

**For SAePS language -**

**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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

