

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Healthy Corner Stores Program Produce Vendor(s)**

Solicitation Number: RFP 24-090; RFx 6100017886

Description: The City of San Antonio (the “City”) is soliciting proposals from Respondents to provide fresh produce for convenience stores set forth in this Request for Proposals (“RFP”). Access to fresh and affordable fruits and vegetables is a barrier for many people living in San Antonio due to their distance from a grocery store or fresh produce market. The City of San Antonio Metropolitan Health District (Metro Health) operates a Healthy Corner Stores program in collaboration with convenience stores to stock and sell fresh fruit and vegetables in underserved neighborhoods that have low access to fresh produce. The program’s overall goals are to increase community access to healthy food and support the economic growth and development of locally owned small businesses. The program utilizes a cost share model that decreases over time until member stores are eventually responsible for the full cost of produce. The City currently has 45 convenience store locations participating in the program, but the number is subject to change.

Applicable Product Categories: 39028 – Fruit, Fresh
39084 – Vegetables, Fresh
01990 – Vegetables
01941 – Fruits, Citrus
01953 – Melons
01962 – Pumpkins
96137 – Fruit/Veg Proc Svc
01947 – Grapes
96137 – Fruit/Veg Proc Svc

Date Issued: April 12, 2024

Due Date & Time: June 14, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on April 25, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2632 395 0123 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m1d01d8097b991b22598d83e25d1a3247>

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



Evaluation Committee Voting Members:

Anna Macnak, Health Program Manager, San Antonio Metropolitan Health District
Daniel Jimenez, Senior Management Analyst, San Antonio Metropolitan Health District
Josephine De Hoyos, Registered Dietitian, San Antonio Metropolitan Health District
Chong-Min Fu-Sosnaud, Senior Manager Analyst, San Antonio Metropolitan Health District
Nadia Gaona, Senior Management Analyst, San Antonio Metropolitan Health District

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 May 2, 2024.**

Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

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). 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.

