

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals– Woodlawn Lake Park Coffee Shop Concessionaire**

Solicitation Number: RFP 25-134; RFx 6100019302

Description: The City of San Antonio (City) seeks to solicit proposals from qualified respondents interested in establishing and operating a coffee shop at Woodlawn Lake Park under a concession agreement with the Parks and Recreation Department.

Applicable Product Categories: 96115 Concessions, Catering, Vending: Mobile and Stationary

**Date Issued: October 17, 2025**

**Due Date & Time: November 25, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference & Site Visit:** Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on October 24, 2025, via WebEx. Site visit will be held at 2:00 p.m., Central Time, on October 24, 2025. Attendance at the Pre-Submittal Conference and Site Visit 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:** 2335 592 5299

**Meeting Password:** mfXX6PAMN32

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=me09eb06563729086b3aba529382eec03>

The Site Visit will be held at **2:00 p.m. Central Time, on October 24, 2025**:

Woodlawn Lake Park Gym

Park Address: 219 Alexander Avenue  
San Antonio, TX 78201

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the site visit.

- a. Respondents interested in attending the site visit must RSVP by October 23, 2025, at 3:00 PM CT via email to GENE GENTRY, Procurement Specialist III, at [Gene.Gentry@sanantonio.gov](mailto:Gene.Gentry@sanantonio.gov).
- b. All attendees must check-in with City's procurement staff member present to sign-in.

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



## **Evaluation Committee Voting Members:**

Homer Garcia, Director, Parks & Recreation Department  
Charles Guerra, Facilities Manager, Parks & Recreation Department  
John Silva, Program Manager, Parks & Recreation Department  
Rita Basta, Program Manager, Center City Development & Operations  
J.D. Morales, President, Woodlawn Lake Community Association

**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 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 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 **4:00 p.m., Central Time, on October 28, 2025**. 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.

**Gene Gentry, Procurement Specialist III**

**City of San Antonio, Finance Department – Procurement Division**

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

