

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFP 26-070; RFx 6100019604

Description: The City of San Antonio (City), Department of Human Services (DHS), Senior Services Division (SSD) is issuing a Request for Proposals (RFP) seeking the professional services of a consultant (the “Respondent”) that will provide a produce market onsite at 12 comprehensive and three (3) part-time senior center sites throughout the City during programming hours. The Respondent is also required to provide produce boxes to each member in attendance for that event per center.

Applicable Product Categories: 96137 – Fruit/Veg Proc Services
39028 – Fruits, Fresh
39084 – Vegetables, Fresh

Date Issued: April 22, 2026

Due Date & Time: May 27, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 11:00 a.m., Central Time, on **April 28, 2026**, 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:** 2347 032 6131 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m94993ccc32fd8c555b4dcff09d3bbbed7>

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

Evaluation Committee Voting Members:

Jerry Trevino, Public Health Administrator, Metropolitan Health District
Pamela Rodriguez, Project Coordinator, Department of Human Services
Angela Ruiz, Recreation Supervisor, Parks & Recreation Department
Hanna Martinez, Registered Dietitian, CommuniCare
HEAL Member

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 5, 2026**. 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.

Jinwan Kim, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division

Jinwan.Kim@sanantonio.gov

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.

