



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Invitation for Bid for Informal Annual Contract for Plant Maintenance

Solicitation Number: 6100007523

Description: The City of San Antonio is soliciting bids for a contractor to perform plant maintenance in accordance to the specifications listed herein. These services will be used by the City of San Antonio at the Finance Department, 4<sup>th</sup> & 5<sup>th</sup> floor, City Council Chambers, Government and Public Affairs, and Central Library. This will be a lease contract and vendor shall provide all plants, pots, materials, and maintenance for the purpose and duration of this contract.

Applicable Product Categories: 91061

Date Issued: May 2, 2016

Bid Due Date & Time: **May 18, 2016 at 10:00 am Central Time**

Pre-Submittal Conference: A Pre-Submittal Conference will be held at the River View Tower, Hill Country Conference Room, 111 Soledad, 11th floor, San Antonio, Texas 78205, at 10:30 a.m., Central Time, on May 11, 2016.

Staff Contact Person: MICHAEL SIMONOFF, PROCUREMENT SPECIALIST II,

Email: [MICHAEL.SIMONOFF@SANANTONIO.GOV](mailto:MICHAEL.SIMONOFF@SANANTONIO.GOV)

**To view this solicitation**, go to <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.

**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](mailto:vendors@sanantonio.gov)

**Note:** After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.