



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal for the Annual Contract for Landscaping Services

Solicitation Number: 6100007027, RFCSP 16-039

Description: The City of San Antonio seeks proposals for qualified Contractors to furnish all labor, equipment, materials, expertise and tools required to perform landscaping, mowing, tree maintenance and irrigation inspection and maintenance & repair services at ten (10) Department of Human Services locations. Services include routine mowing of all landscaped turf areas and maintenance and repair of irrigation systems.

Applicable Product Categories: 98836, 93437

Date Issued: Tuesday, January 19, 2016

Bid Due Date & Time: Wednesday, February 17, 2016 at 2:00pm CT

Pre-Submittal Conference: The Pre-Submittal Conference will be held at the City of San Antonio's, Department of Human Services, Head Start Building, 1227 Brady Blvd., San Antonio, Texas 78207 at 9:00 a.m., Central Time, on Thursday, January 28, 2016; site visits will be conducted after the pre-submittal conference.

Staff Contact Person: Jackie Mendez, Procurement Specialist III, [jackie.mendez@sanantonio.gov](mailto:jackie.mendez@sanantonio.gov).

#### Evaluation Committee Voting Members:

Cis Tavia Brooks, Senior Center Manager, Department of Human Services

Esperanza Calvillo, Senior Management Analyst, Department of Human Services

Raul Garza, Multi Service Center Supervisor, Department of Human Services

Edward Brown, Management Analysis, Department of Human Services

Jesse Martinez, Management Analyst, Department of Human Services

Pursuant to Section 003 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 2:00 p.m., Central Time, on Wednesday, February 10, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Jackie Mendez, Procurement Specialist III  
City of San Antonio, Finance Department Purchasing Division  
[jackie.mendez@sanantonio.gov](mailto:jackie.mendez@sanantonio.gov)

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to <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.

**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.