



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Formal Invitation for Bids (IFB) for Annual Contract for Office Furniture**

Solicitation Number: RFX 6100013849

Description: The City of San Antonio is soliciting bids for the purchase, delivery, and installation of office furniture for various City departments. Furniture purchased under this contract shall be used to replace existing furniture or provide as required to maintain existing City operations. The awarded contractor(s) shall provide items such as seating, desks/tables, filing and storage cabinets, and systems furniture and accessories. Contractor shall also provide design services such as space planning, reconfiguration of existing systems, and assistance with furniture selection; and installation services to include all labor required to assemble, deliver, set-up, and install office furniture in accordance with the specifications listed herein.

Applicable Product Categories: 42059, 42503, 42506, 42507, 42514, 42520, 42521, 42540, 42541, 42542, 42558, 42560, 42583, 42587, 42589, 42594, 78515, 78525, 93145

Date Issued: May 17, 2021

**Bid Due Date & Time: June 25, 2021; 2:00 PM Central Time**

**PRE-SUBMITTAL CONFERENCE: Webex Meeting at 2:00 p.m. Central Time, on Friday, May 21, 2021**

**Join by Phone: 1-415-655-0001**

**Meeting Number (access code): 1770 02 6365**

**Meeting Password: m9tYR2q74Fm**

Staff Contact Person: Diandra Singleton, Procurement Specialist II, [diandra.singleton@sanantonio.gov](mailto:diandra.singleton@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).

**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) with "SAePS Portal" on the subject line so this can be expedited.