



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Formal Invitation for Bids – Annual Contract for Locksmith Services & Parts**

Solicitation Number: IFB 6100017064

Description: The City of San Antonio is soliciting bids for a contractor to provide Locksmith Services & Parts for various City Departments in accordance with the specifications listed in the IFB.

Applicable Product Categories: 91048 - Locksmith Services  
45055 - Locks, Key Blanks, and Locksmith Tools, Including Time Locks

Date Issued: **June 23, 2023**

Due Date & Time: **July 17, 2023, 2:00 p.m. Central Time**

Pre-Submittal Conference: The Pre-Submittal Conference will be held via a WebEx meeting at 2:00 p.m. Central Time on **June 28, 2023**.

WebEx Call-in: 1-415-655-0001 US TOLL

Meeting number (access code): 2467 949 4725

Meeting password: dJvXGHeN546

Staff Contact Person: Madison McDonald, Procurement Specialist II, [Madison.McDonald@sanantonio.gov](mailto:Madison.McDonald@sanantonio.gov)

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

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.