



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Formal Invitation for Bid for Annual Contract on Supplemental Printing Services

Solicitation Number: RFO 6100016907

Description: The City of San Antonio is soliciting bids for supplemental printing services to include categories such as letterheads, envelopes, postcards, decals, forms, copies, brochures, newsletters, and booklets. This supplemental printing contract will be managed by the City's Print and Mail Services Division (Print Shop) to support print and mail services for various City departments.

Applicable Product Categories: 96676 – Print On-Demand Printing Services (including print and distribute services)

Date Issued: June 23, 2023

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

Staff Contact Person: Heidi Heridia, Procurement Specialist II, Heidi.heridia@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