



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Formal Invitation for Bids for Wide Format Printing Services

Solicitation Number: RFx 6100017776

SCOPE: The City of San Antonio (City) is soliciting bids for wide format printing services to support the City of San Antonio's Finance Department, Print and Mail Services Division print shop in accordance with the specifications listed herein. This annual contract will be managed by the City's Print & Mail Services Division to support print services for various City departments.

Applicable Product Category: 966-58 Offset Printing, General, Large Press Work (Quan. up to 100,000); One or More Colors, No 4 Color Processes or Close Registration Required, Finished Sizes May Exceed 11 x 17 In., May Have Large Solids

Date Issued: January 24, 2024

Due Date & Time: February 21, 2024, 2:00 p.m. Central Time

A Pre-Bid Conference is scheduled, for January 31, 2024, at 10:00 a.m. Central Time. The Pre-Bid Conference will be held via WebEx meeting. Prospective Respondents may join the WebEx.

WebEx Call-in: 1-415-655-0001, Meeting Number (Access Code): 2634 794 4120

Meeting Password: # COSA

WebEx Link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m5c59e973810da1c7a03724591be68c68>

Staff Contact Person Terrall Caffie, Procurement Specialist II

email: terrall.caffie@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 with "SAePS Portal" on the subject line so this can be expedited.