



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Formal Invitation for Bids – Annual Contract for Automated & Non-Automated Presort & Basic Flat Mail Services – Print Shop**

Solicitation Number: IFB 6100017731

Description: The City of San Antonio is soliciting bids to provide an annual contract for automated and non-automated presort and basic flat mail services. Various City departments will utilize these services for picking up and sorting their outgoing mail.

Applicable Product Categories: 91558 - Mailing Services: Addressing, Collating, Packaging, Sorting and Delivery

Date Issued: March 13, 2024

Due Date & Time: **April 12, 2024, 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 **April 2, 2024**.

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

Meeting number (access code): 2633 598 6858

Meeting password: reAXXTCn835

Staff Contact Person: Madison McDonald, Procurement Specialist II, 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 with "SAePS Portal" on the subject line so this can be expedited.