



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Formal Invitation for Bid - Annual Contract for Door Hangers and Tags

Solicitation Number: RFO 6100017999

Description: The City of San Antonio (COSA) is soliciting bids for door hangers and tag printing services to support the City of San Antonio's Finance Department, Print and Mail Operations Division print shop in accordance with the specifications listed herein. This door hanger and tag contract will be managed by the City Print & Mail Operations Division to support print and mail services for various City departments.

Applicable Product Categories: 96657 – Offset Printing, Gen

Date Issued: May 24, 2024

Due Date & Time: June 12, 2024, 2:00 p.m. Central Time

Pre-Submittal Conference:

A Pre-Submittal Conference is scheduled for **May 30, 2024**, at 10:00 a.m. Central Time. The Pre-Submittal Conference will be held via WebEx video and phone conference meeting. Prospective Respondents may join the WebEx using the following instructions:

Join by Phone: 1-415-655-0001

Meeting Number (access code): 2630 812 0914

Meeting Password: NFcQnEdt362

WebEx Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=m64968d77eb0e78fb6c4350408ddb79bb>

Staff Contact Person:

Cesar Mirelez, Procurement Specialist II

City of San Antonio, Finance Department – Purchasing Division

Cesar.Mirelez@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.