

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Formal Invitation for Bids for Annual Contract for Citywide Distribution of Door Hangers and/or Tags

Solicitation Number: RFX 6100018000

Description: The City of San Antonio (City) is requesting quotes for the distribution and placement of door hangers and/or tags to various households within districts, zip codes, certain demographics, census block groups, street boundaries, precincts, school districts, school boundaries, radiuses of an address, with addresses and/or without addresses for City's marketing purposes for various departments for the City of San Antonio.

Applicable Product Categories: 96153 – Marketing Service

Date Issued: May 31, 2024

Due Date & Time: June 19, 2024, 2:00 p.m. Central Time

Pre-Bid Conference: Pre-Bid Conference will be held at 10:00 a.m., Central Time, on June 6, 2024, via WebEx video and phone conference. Attendance at the Pre-Bid Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2634 989 5246 | **Meeting Password:** JPxY38DR9wQ

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mf1d2eec1fe18b83e550d07f26875f941>

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). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.

