

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Formal Invitation for Bid for Annual Contract for Forms Printing- SAPL

Solicitation Number: RFX 6100016893

Description: The City of San Antonio is soliciting bids for a vendor to print and deliver various forms as per specifications shown below for the San Antonio Public Library Department. The forms include a Library Card Application, Library Location Map, and Welcome Guide.

Prior to award, the City may request a color proof sample of the Welcome Guide English/Spanish in Attachment B to the delivery location shown below so that City may evaluate printing quality (including clarity of printing, consistency of ink coverage and color accuracy, etc.). If requested by City, vendor must submit sample within three business days after the City's request. **Failure to submit sample may result in rejection of bid.**

Applicable Product Categories: 96636- Forms Printing, Not Continuous

Date Issued: October 4, 2024

Due Date & Time: October 18, 2024, 2:00 P.M. Central Time

Pre-Submittal Conference: None

Staff Contact Person: Frederick Ward, Procurement Position II, frederick.ward@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). 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.

