

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Informal Invitation for Bids for Annual Contract for Label Protectors – San Antonio Public Library (SAPL)

Solicitation Number: RFX 6100018873

Description: The City of San Antonio is soliciting bids for Label Protectors for SAPL. This contract will be for an estimated 300,000 label protectors to be purchased on an “as needed” basis by SAPL.

Applicable Product Categories: NIGP Code 52570 Library Labeling Supplies: Labels, Letters, Signals, etc.; 52580 Library Supplies, Miscellaneous;

Date Issued: February 21, 2025

Due Date & Time: March 10, 2025, 10:00 AM Central Time

Pre-Submittal Conference: None

Staff Contact Person: Rick Kolczak, Procurement Specialist | rick.kolczak@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.

