

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Formal Invitation for Bid (IFB) ANNUAL CONTRACT FORMS PRINTING; SAN ANTONIO PUBLIC LIBRARY.

Solicitation Number: 6100018945

Description: THE CITY OF SAN ANTONIO IS SOLICITING BIDS FOR ANNUAL CONTRACT PRINTING FORMS FOR THE SAN ANTONIO PUBLIC LIBRARY DEPARTMENT (SAPL).

Applicable Product Categories: 96636 – Forms Printing

Date Issued: May 7, 2025

Due Date & Time: May 23, 2025, @ 2:00 P.M. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on May 13, 2025, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | Access Code: 2339 436 6569| Meeting Password: COSA

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ma0785369846c2117a38d7291d7bc2976>

Join from the meeting link:

Frederick Ward, Procurement Specialist II
City of San Antonio, Finance Department – Procurement Division
frederick.ward@sanantonio.gov

For SAePS language -

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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.

