

## ADVERTISEMENT INFORMATION ONLY

### **Solicitation Type and Name: Formal Invitation for Bid (IFB) ANNUAL CONTRACT CARVER CTR PRINT & MAILING SERVICE.**

Solicitation Number: 6100019144

Description: The City of San Antonio is soliciting bids for work to be performed for the printing, delivery, and mailing of materials for the Carver Community Cultural Center's seasonal performances for the 2025 – 2026 season, and the following four seasons.

Applicable Product Categories: 96658 – Offset Printing, General, Large Press Work.

**Date Issued: June 25, 2025**

**Due Date & Time: July 14, @ 2:00 P.M. Central Time**

**Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on July 1, 2025,** via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | Access Code: 2338 469 8561 | Meeting Password: COSA

Meeting Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=mfcd5f8d036ad6468fbb870f8622d0d12>

### **Join from the meeting link:**

Stacey Gipson, Procurement Specialist II

City of San Antonio, Finance Department – Procurement Division [Stacey.gipson3@sanantonio.gov](mailto:Stacey.gipson3@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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

