

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Formal Invitation for Bid (IFB) Annual Contract for Library Borrower Cards for the San Antonio Public Library (SAPL)

Solicitation Number: 6100019311

Description: THE CITY OF SAN ANTONIO IS SOLICITING BIDS FOR ANNUAL CONTRACT LIBRARY Borrower Cards.

Applicable Product Categories: 96611 – Card Printing: Tab, Post, Form, etc.

Date Issued: September 12, 2025

Due Date & Time: **October 6, 2025, @ 2:00 P.M. Central Time**

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on September 17, 2025, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | Access Code: 2337 338 6161

Meeting Password: COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m1ae4d6ad7b5eaf7791da025966f395f3>

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For SAePS language -

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.

