

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Formal Invitation for Bid (IFB) ANNUAL CONTRACT MACHINE READABLE CATALOGING RECORDS FOR SAN ANTONIO PUBLIC LIBRARY (SAPL).

Solicitation Number: 6100019308

Description: The City of San Antonio is soliciting a qualified vendor to provide Machine Readable Cataloging (MARC) Records for the OverDrive digital collection of the San Antonio Public Library System (SAPL)

Applicable Product Categories: 95883 Records Mgt SVCS

Date Issued: September 24, 2025

Due Date & Time: October 10, 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 30, 2025, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | Access Code: 2332 438 8512

Meeting Password: COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m0d96417274a5700a6a2c9551b8b04ffc>

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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.

