

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

### **Formal Invitation for Bids for Annual Contract for Violation Notice Forms**

Solicitation Number: RFx 6100019333

Description: The City of San Antonio is soliciting bids to furnish the printing services for the publication of various violation notice forms. Various enforcement personnel throughout the City, such as the San Antonio Police Department, Park Police, Airport Police, Parking Enforcement, Code Compliance Department, and other non-City of San Antonio Law Enforcement agencies, will utilize the forms to issue citations.

Applicable Product Categories: 966-63 Offset Printing, Booklets, Saddle Stitch Binding (Quantities up to 100,000; 4 Color Process or Tight Registration Required): Books, Magazines, etc.

**Date Issued:** February 6, 2026

**Due Date & Time:** February 23, 2026, 2:00 p.m. Central Time

No Pre-Submittal Conference will be held.

**Staff Contact Person:** Jo Ann Figueiredo, Procurement Specialist II,  
[joann.figueiredo@sanantonio.gov](mailto:joann.figueiredo@sanantonio.gov), Phone: 210-206-2745

**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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

