

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

### **Informal Invitation for Bids for Annual Contract for Self-Adhesive Barcode Labels San Antonio Public Library (SAPL)**

Solicitation Number: RFX 6100019490

Description: The City of San Antonio is soliciting bids for a qualified vendor to provide The San Antonio Public Library (SAPL) with self-adhesive barcode labels which will be used to identify library books, magazines, and media enabling them to track all items that are checked in and out of the Library.

Applicable Product Categories: 52570 – Library Labeling Supplies

**Date Issued: February 17, 2026**

**Due Date & Time: March 3, 2026, 10:00 a.m. Central Time**

Staff Contact Person: Frederick Ward, Procurement Specialist II,  
[Frederick.Ward@sanantonio.gov](mailto:Frederick.Ward@sanantonio.gov)

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

