

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Formal Invitation for Bids for Annual Contract for Annual Contract for Multi-Use Copier Paper -
Citywide Solicitation Number: RFX 6100019257

Description: The City of San Antonio is soliciting bids for the purchase and delivery of multi-use copier paper in various sizes. This requirement is utilized in drum and digital copiers, laser and inkjet printers and copiers, as well as plain paper fax machines by various departments and facilities Citywide.

Applicable Product Categories: 64539 Duplicator and Mimeograph Paper (Including Recycled)

Date Issued: February 25, 2026

Due Date & Time: March 20, 2026 2:00 p.m. Central Time

Pre-Bid Conference: Pre-Bid Conference will not be held via WebEx **OR** In-Person at Meeting Location.

Staff Contact Person: Terrall Caffie, Procurement Specialist II, Terrall.Caffie@Sanantonio.gov
210-207-5877

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.

