

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

**Formal Invitation for Bid (IFB) for Annual Contract for Dog and Cat Food – Animal Care Services (ACS).**

Solicitation Number: IFB 6100019354

Description: The City of San Antonio is soliciting bids for the purchase and delivery of dog and cat food for animals sheltered in the Animal Care Services (ACS) facility.

Applicable Product Categories: NIGP Code 32525 Dog & Cat Food.

**Date Issued: March 20, 2026**

**Due Date & Time: May 6, 2026, 2:00 p.m. Central Time (Formal)**

**Pre-Bid Conference:** Pre-Bid Conference will be held at 10:00 a.m., Central Time, on March 26, 2026, via WebEx Attendance at the Pre-Bid Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | Access Code: 2340 988 7650 | Meeting Password: COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m5a826b9358a1604cd635234c6da67a14>

Staff Contact Person: Rick Kolczak, Procurement Specialist, rick.kolczak@sanantonio.gov.

**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.

