

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

**Formal Invitation for Bid (IFB) for Annual Contract for Classroom Consumables for Pre-K 4 SA**

Solicitation Number: IFB 6100019470

Description: The City of San Antonio is soliciting bids for the purchase and delivery of classroom consumables. These consumables will be utilized by Pre-K 4 SA.

Applicable Product Categories: NIGP Code 78532; Classroom Eq/Sup NOC

**Date Issued: March 27, 2026**

**Due Date & Time: April 29, 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 April 7, 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:** 2349 710 2793 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m641f17e2671dd656967c4428aefde024>

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.

