

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Formal Invitation for Bids for Annual Contract for Tote Bags for Parks and Recreation Department

Solicitation Number: RFX 6100019600

Description: The City of San Antonio is soliciting bids for the purchase and delivery of Tote bags for the Parks and Recreation Department. The tote bags will be utilized by the Parks and Recreation department in support of over fifty tree giveaway events annually. The tote bags will serve as the primary distribution tool for over 10,000 trees provided to San Antonio residents. The bags are designed to safely and efficiently package the trees for residents to take home in support of expanding the city's tree canopy.

Applicable Product Categories: 53050 Duffle and Tote Bags

**Date Issued:** April 10, 2026

**Due Date & Time:** April 27, 2026, 2:00 p.m. Central Time

**Pre-Bid Conference:** NA

Staff Contact Person: Jordan Mergele, Procurement Specialist II, [jordan.mergele@sanantonio.gov](mailto:jordan.mergele@sanantonio.gov)

**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.

