

## ADVERTISEMENT INFORMATION ONLY

### **Solicitation Type and Name: Informal Invitation for Bid (IFB) Annual Contract for Wristbands for Convention Center**

Solicitation Number: 6100019621

Description: The City of San Antonio is soliciting bids paper wristbands for the Henry B. Gonzalez Convention Center, (HBGCC). The wristbands shall be supplied in twenty-one (21) assorted colors; shall have "HBGCC" in bold letters and "HBGCC" in bold white letters when required and include the design on each band per Example 1. The paper bands will also need to be sequentially numbered for accountability.

Applicable Product Categories: 96690 – Tickets, Special Tags, Labels, Printed; Continuous, Gang or Single.

**Date Issued: April 22, 2026**

**Due Date & Time: May 8, 2026 @ 10:00 A.M. Central Time**

**Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 A.M., Central Time, April 29, 2026**, via WebEx. Attendance at the Pre-Submittal Conference is optional but highly encouraged.

Dial-In Number: 1-415-655-0001 | Access Code: 2349 122 1674 | Meeting Password: COSA

#### **Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=md4d17dc8cd5e7dee2fd225bb708715e7>

Stacey Gipson, Procurement Specialist II

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**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.

