

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

### **Formal Invitation for Bid for Annual Contract for Official & Other Newspaper Advertisements**

Solicitation Number: RFX 6100019402

Description: The City of San Antonio is soliciting bids to provide newspaper and internet advertisements of official legally required and other notices for various City departments, including but not limited, to official bid notices, election notices, annexation notices, and advertisements. The advertisements are for legally required notices, items of general interest.

Applicable Product Categories: 91571

**Date Issued: April 27, 2026**

**Due Date & Time: May 15, 2026, 2:00 p.m. Central Time**

Staff Contact Person: Sofia Reyna, Procurement Specialist II, [sofia.reyna@sanantonio.gov](mailto:sofia.reyna@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.

