

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Formal Invitation for Bids for Annual Contract for Promotional T-Shirts - Citywide**

Solicitation Number: 6100019501

Description: The City of San Antonio is soliciting bids for a Contractor to furnish promotional T-Shirts. This contract will provide a variety of promotional T-Shirts to various City departments. The shirts will be available in white and assorted colors, short-sleeves and long-sleeves, and made of cotton, cotton poly blend, or wicking material. The shirts available under this contract will include several options for silk screen imprints.

Applicable Product Categories: 20074 - Silk Screened and Embroidered Clothing and Apparel

Date Issued: April 27, 2026

Due Date & Time: May 13, 2026, 2:00 p.m. Central Time

Pre-Bid Conference: Pre-Bid Conference will be held at 10:00 a.m., Central Time, on April 29, 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:** 2336 078 4811 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m407c7116a469fa2cc24e06f327012f79>

Staff Contact Person: Genaro De Leon, Procurement Specialist II, Genaro.DeLeon@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 with "SAePS Portal" on the subject line so this can be expedited.

