

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

### **Formal Invitation for Bids for Annual Contract for Water Bottle Services Citywide**

Solicitation Number: RFX 6100019423

Description: The City of San Antonio is soliciting bids for an annual contract from qualified vendors to provide bottled water products, 5-gallon purified water containers, 1-gallon distilled water, plastic cups, water dispenser rentals (including maintenance and servicing), and associated delivery services for multiple City departments and facilities citywide in accordance with the specifications herein.

Applicable Product Categories: 39091 – Water, drinking (including distilled, mineral, sparkling and spring)

**Date Issued:** May 15, 2026

**Due Date & Time:** June 22, 2026, 2:00 p.m. Central Time

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 2:00 p.m. Central Time on May 21, 2026, via Webex. Attendance at the Pre-Submittal Conference is optional but highly encouraged.

Respondents may call the toll-free number listed below and enter the access code to participate on the day of the conference.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2343 321 4099 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m76a3408a2649cb4047368e1b54c3024a>

Staff Contact Person: Jo Ann Figueiredo, Procurement Specialist II,  
[joann.figueiredo@sanantonio.gov](mailto:joann.figueiredo@sanantonio.gov), Phone: 210-206-2745

**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.

