ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:
Formal Invitation for Bids for Annual Contract for Office Furniture Citywide

Solicitation Number: RFx 6100019689

Description: The City of San Antonio is soliciting bids for the purchase, delivery, and installation of office furniture for various City departments. Furniture purchased under this contract shall be used to replace existing furniture or provide as required to maintain existing City operations. The awarded contractor(s) shall provide items such as seating, desks/tables, filing and storage cabinets, and systems furniture and accessories. Contractor shall also provide design services such as space planning, reconfiguration of existing systems, and assistance with furniture selection; and installation services to include all labor required to assemble, deliver, set-up, and install office furniture.

Applicable Product Categories: 42500 Office Furniture

Date Issued: August 21, 2026
Due Date & Time: November 6, 2026, 2:00 p.m. Central Time (Formal)

Pre-Bid Conference: Pre-Bid Conference will be held at 10:00 a.m., Central Time, on September 2, 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:** 2347 962 5654 | **Meeting Password:** COSA

Join from the meeting link:
https://sanantonio.webex.com/sanantonio/j.php?MTID=m60644d770124adf0635191cb5fea13d9

Staff Contact Person: Michelle Birch, Procurement Specialist II, michelle.birch@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.